

SAN FRANCISCO PUBLIC LIBRARY



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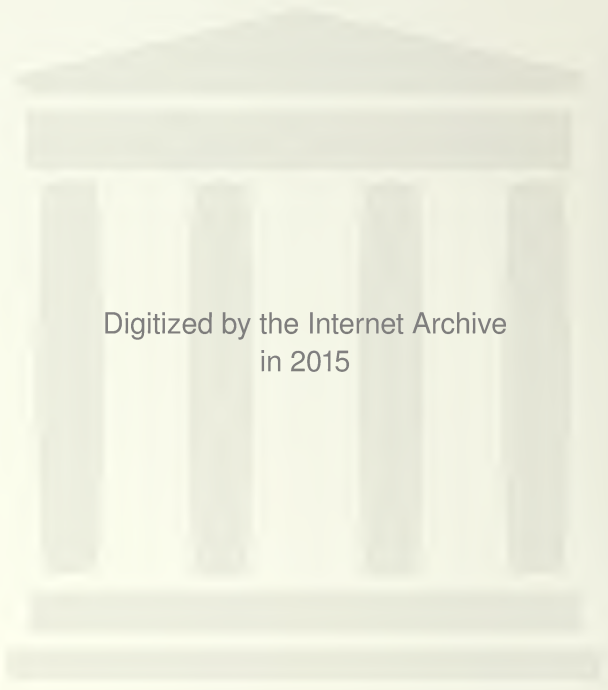


San Francisco Public Library

Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library



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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

DEC 27 2001

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, January 2, 2002 **NOTE DIFFERENT DAY**
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
President

Carol Steiman
Vice President

Helen Marie Bautista
Lonnie K. Chin
Steven A. Coulter

Fran A. Streets
W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order.

1. **APPROVAL OF THE MINUTES** ACTION
 Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of December 4, 2001.
 Explanatory document: draft Minutes
2. **CITY LIBRARIAN'S REPORT** by City Librarian Susan Hildreth DISCUSSION
 (This item is to allow the City Librarian to report on recent Library activities and make announcements)
 This report will consist of a report on the gift of the Hammett typewriter, a Visitation Valley Branch status update, information on the release of the ILS (Integrated Library System) RFP, a report on the Bay Area Library Awareness Campaign, a tool lending center anniversary update, and an announcement of a Bernal Heights Community meeting.
3. **LIBRARY 2002/2003 BUDGET** ACTION
 Presentation of and discussion of and possible action to approve a proposed 2002/03 Library Budget, including possible budget reductions.
 Explanatory documents: draft 2002/2003 budget document.
4. **LIBRARY COMMISSION BY-LAW REVISIONS** ACTION
 Discussion and possible action to adopt various amendments to the Library Commission By-laws, including amendments regarding the (1) schedule of regular and special meetings, (2) Commission meeting minutes, and (3) Commissioner compensation.
 Explanatory document: draft amended by-laws
5. **ELECTION OF COMMISSION OFFICERS FOR 2002** ACTION
 (This item is to allow Commissioners to nominate themselves or fellow commissioners for the offices of President or Vice President for 2002 and elect those officers.)
 Discussion of and possible action to elect a President and Vice President of the Library Commission for 2002.



6. **AFFINITY CENTERS UPDATE REPORT** **DISCUSSION**
Presentation on and discussion of recent Chinese Center and Book Arts/Special
Collections Main Library affinity centers
activities.
7. **FRIENDS AND FOUNDATION REPORT** **DISCUSSION**
(This item is to allow the Friends and Foundation of the San Francisco Public
Library to inform the Commission of their current and proposed activities.)
8. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the
Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)
9. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)
10. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview
as well as to suggest new agenda items for the Library Commission's consideration.)
11. **ADJOURNMENT** (requires motion and public comment) **ACTION**

12/24/01 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

Michael Housh, Commission Secretary 1/9/01



San Francisco Public Library

100 Larkin Street, San Francisco, CA 94102

December 21, 2001

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director 

RE: **FISCAL YEAR 2002-03 PROPOSED BUDGET RECOMMENDATIONS**

At the January 2, 2002 meeting we will present two items. First, we will recommend that the Commission approve the Library's proposed budget for FY 2002-03. The proposed budget is based on the Mayor's revenue estimates for the Library Preservation Fund (LPF); on the Library's revenue estimates for the Fuhrman Trust Fund, State grants, private gifts, and allocations from the Department of Children, Youth, and Families (DCYF); and on the Library's estimates of baseline cost adjustments. As previously discussed with the Commission, the Mayor has directed Departments to base their FY 2002-03 budgets on the same level of revenue budgeted in FY 2001-02 and to absorb MOU salary and fringe increases within those predetermined revenue targets. Our proposed budget meets these requirements.

Secondly, we will present a proposal or plan for budget reductions. This satisfies the Mayor's direction to submit along with the proposed budget, reduction proposals equal to 10% of General Funds received by the Library. This is a discussion item that we will bring back to the Commission in February for action.

In regard to the FY 2002-03 budget we recommend that the Commission approve the budget as proposed. As discussed with the Commission over the last two months, our estimated budget is primarily a baseline budget with approximately \$2.020 million in new spending – most of which (92%) is one-time money. Major one-time expenditures in this budget include:

1. \$600,000 to term-purchase the new Integrated Library System (ILS).
2. \$526,000 to complete the upgrade of the Main Library's wide area network (WAN) and to replace computers and terminals necessary to implement the ILS.
3. \$240,000 for annual Branch Library maintenance and repair projects.
4. \$280,000 to upgrade telephone systems throughout the Branch system.
5. \$59,000 to buy microform machines for the SF History Room and Newspapers & Magazine Center.
6. \$66,000 to buy three self-charge machines for the Mission Branch Library.
7. \$50,000 to support the Tool Lending Center.

Major ongoing or permanent increases to the budget include:

1. \$74,000 to reclassify 6.5 Information System Tech positions to Information Systems Administrator positions.
2. \$39,000 to establish a Librarian II position for the proposed Mission Bay Library. In FY 2002-03 this will be a 6-month hire commencing on January 1, 2003.
3. \$40,000 to cover the cost of public copying and printing services that we previously received as a free service from IKON.
4. \$25,000 to cover the cost of reproduction and translation services that are expected to increase next year.
5. \$3,000 to convert Project Read positions from grant funds to City funds (through reallocation).

Based on our planning estimates, the Library Preservation Fund portion of the budget will be approximately \$53.323 million. This includes about \$51.303 million in baseline expenditures (including an estimated \$1.6 million in MOU salary and fringe adjustments and \$198,000 in annualized personnel costs)¹ and \$2.020 million in enhancements most of which are one-time or non-permanent expenditures.

Does the proposed budget meet all of the Library's needs? The answer is obviously no. As described previously, we completed a process in which each Division Chief prepared and submitted Budget Change Concepts. The concepts, representing public service initiatives considered by the Chiefs and their staffs to be critical, totaled over \$5.6 million in new spending and almost 27 new FTE. The budget as proposed contains an additional \$2.020 million in new spending and less than 1.0 FTE (0.60). Although the estimated budget might not meet everyone's needs or wants, given the poor economy and the revenue constraints we are facing, the budget as proposed is balanced, strategic and responsible.

This recommendation also includes expenditures of approximately \$452,000 from DCYF to support programs targeting disadvantaged and at-risk children, youth, and families; approximately \$150,000 in gift and state grant funds for Project Read; and \$330,000 from the Fuhrman Trust Fund for books and materials related to economics and political science.

In regard to the Fuhrman Trust Fund, the \$330,000 we are recommending is \$180,000 more than we are currently spending and is based on the current condition of that fund which shows an ending balance as of June 30, 2001 of \$1.969 million and revenues of \$348,000. We are recommending this increase as a one-time increase for FY 2002-03. Revenue has performed much better than anticipated since we reduced the allocation in FY 1998-99 from \$350,000 to \$150,000 and a one-time increase is warranted at this time.

In regard to the allocation from DCYF, the \$452,000 is a baseline amount subject to available funding and negotiation with DCYF. We are assuming that we will receive at least as much next year as we receive this year. DCYF funds a large number of programs Citywide, including services provided by community based organizations (CBO's), and we will not know our actual allocation until mid-February or later.

¹ Represents the Library's estimate. The Controller calculates changes in salaries and fringe benefits and posts to the budget.

In regard to grants and gifts funding Project Read we expect the same level of funding from the Friends & Foundation (\$91,000); however, we anticipate a decrease in State adult literacy grant funds in FY 2002-03. In regard to the grant we do not know the reduction at this time.

The Library's estimated budget for FY 2002-03, would be funded² as follows:

SOURCE	2001-02	2002-03	Change
Library Preservation Fund	\$ 51,726,000	\$ 53,323,000	\$ 1,597,000
Dept. Children, Youth, & Families	\$ 452,000	\$ 452,000	\$ -
Fuhrman Trust Fund	\$ 150,000	\$ 330,000	\$ 180,000
Grants & Gifts	\$ 153,000	\$ 150,000	\$ (3,000)
Total	\$ 52,481,000	\$ 54,255,000	\$ 1,774,000

REDUCTION PLANNING

As reported previously, a 10% General Fund reduction based on current revenue estimates totals \$3.192 million. To meet this target, we could spend down the estimated \$1.532 million reserve in the Library Preservation Fund (LPF). Under this proposal, LPF reserve funds would replace General Fund dollars in the budget. This would completely deplete the reserve; however, it would leave a balance of only \$1.660 million left to cut. To make up the balance of the cut, the Library could propose the following reductions. The reductions are presented in priority order – the higher the number the greater the importance. The items below represent most of the new funding initiatives included in the proposed budget.

ORDER	ITEM	AMOUNT
1	Tool Lending Center	\$ 50,000
2	1% Increase in Budgeted Salary Savings	\$ 404,267
3	Mission Bay Librarian	\$ 39,000
4	Branch Telephone System Upgrades	\$ 140,000
5	5% Reduction to Book Budget	\$ 246,285
6	Self Charge Machines (Mission Branch)	\$ 66,000
7	Branch Telephone System Upgrades	\$ 140,000
8	Reproduction/Translation Services	\$ 25,000
9	Reclassify 6.5 Automation Staff positions	\$ 74,000
10	Microform Machines *	\$ 59,000
11	Public Copying and Printing *	\$ 40,000
12	Branch Facilities Maintenance & Repair	\$ 198,344
13	Computer Replacements	\$ 178,000
	TOTAL REDUCTIONS	\$ 1,659,896
NOTE: Asterisked items would have to be funded through reallocation in order to maintain current service levels.		

² Change in Library Preservation Fund represents allocation from reserve. Leaves a reserve balance of \$1.5 million.

If LPF reserves were not used to offset a potential 10% General Fund reduction, additional program cuts would have to be identified. Cutting beyond the items identified above will likely result in service reductions throughout the system. If a reserve is maintained, items that should be considered for reduction include positions, the book budget, facility maintenance and repair funds, non-essential personal services or consulting contracts, work orders we have with other City Departments for services that may be discretionary, travel, and training. This will result in less public programming, fewer services, fewer circulation materials, and delays in facility maintenance and repair projects. A budget reduction of this magnitude will pose difficult challenges for staff and the public. The challenge for the Commission and the Library will be to maintain within a reduced revenue base, a level of service and programming that meets the requirements of Proposition E.

Also attached are tables that describe the estimated budget. We look forward to discussing this with you in more detail on January 2nd. If you have any questions prior to the meeting please call me at (415) 554-4248.

	MAIN	BRANCH	TECHN SERVICE	IRMO	PUBLIC AFFAIRS	AUTOMATION	OPERATIONS	ADMIN	DCYF	CHILDREN'S BASELINE	Total
Salaries	\$ 9,954,625	\$ 9,339,949	\$ 2,702,681	\$ 611,649	\$ 700,964	\$ 963,788	\$ 3,562,814	\$ 1,402,089	\$ 331,027	\$ 3,930,550	\$ 33,501,235
Fringe Benefits	\$ 2,250,114	\$ 2,454,389	\$ 705,574	\$ 154,469	\$ 183,752	\$ 226,578	\$ 979,210	\$ 332,278	\$ 84,443	\$ 1,005,300	\$ 8,375,908
Non-Personal Services	\$ 93,300	\$ 304,352	\$ 316,950	\$ 640	\$ 85,000	\$ 363,730	\$ 537,111	\$ 243,473	\$ -	\$ 61,544	\$ 2,008,100
Materials & Supplies	\$ 109,076	\$ 160,496	\$ 87,185	\$ 6,500	\$ 26,700	\$ 214,144	\$ 529,128	\$ 19,500	\$ 500	\$ 19,634	\$ 1,172,863
Books & Materials	\$ -	\$ -	\$ -	\$ 4,455,149	\$ -	\$ -	\$ -	\$ -	\$ 22,630	\$ 800,563	\$ 5,276,542
Equipment	\$ 59,000	\$ 66,000	\$ -	\$ -	\$ -	\$ 1,126,000	\$ 4,769	\$ -	\$ -	\$ -	\$ 1,255,769
Facilities Maintenance Proj.	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 520,000
Services Other Departments	\$ -	\$ -	\$ -	\$ -	\$ 52,210	\$ 408,383	\$ 1,021,994	\$ 642,910	\$ 12,300	\$ 4,960	\$ 2,142,757
Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATIONS	\$ 12,466,115	\$ 12,605,186	\$ 3,814,190	\$ 5,228,607	\$ 1,048,626	\$ 3,302,623	\$ 6,875,026	\$ 2,640,250	\$ 452,000	\$ 5,872,551	\$ 54,255,174

[TO BE DETERMINED]

Branch Bond Program

TOTAL CAPITAL PRG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 12,466,115	\$ 12,605,186	\$ 3,814,190	\$ 5,228,607	\$ 1,048,626	\$ 3,302,623	\$ 6,875,026	\$ 2,640,250	\$ 452,000	\$ 5,872,551	\$ 54,255,174

Lib Preservation Fund	\$ 21,401,425
General Fund	\$ 31,921,575
Fuhrman Trust Fund	\$ 330,000
Grants & Gifts	\$ 150,000
DOCYF	\$ 452,000
Total	\$ 54,255,000
Less Recovery	\$ (452,000)
Net Total Revenue	\$53,803,000

General Fund

GF Transfer	\$ 24,132,236
Children's Baseline	\$ 5,822,551
Library Revenue	\$ 634,982
State Grant (PLF)	\$ 1,331,806
Total	\$ 31,921,575

Library Preservation Fund

Estimated Revenue	\$ 19,783,883
Fund Balance	\$ 1,617,542
Total	\$ 21,401,425

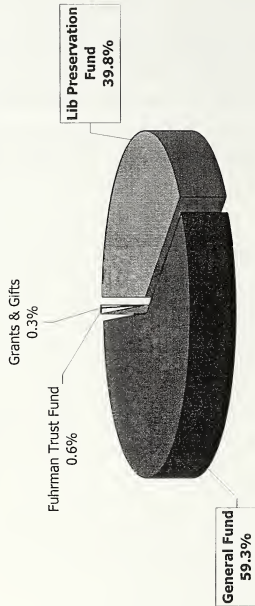
Other Funds

Fuhrman Trust Fund	\$ 330,000
Grants & Gifts	\$ 150,000
Total	\$ 480,000

GF Required per Prop E	\$ 31,921,575
GF Appropriated	\$ 31,921,575
GF Subsidy	\$

BUDGET BY SOURCE OF FUNDS

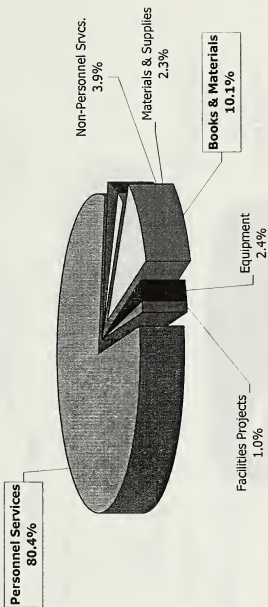
Operating Budget

**GENERAL FUND BY SOURCE****PROPOSITION E (LPF) BY SOURCE**

CATEGORIES OF EXPENSE Operating Budget

Salaries	\$ 33,501,235
Fringe Benefits	\$ 8,325,988
	\$ 41,827,143
Personnel Services	\$ 41,827,143
Non-Personnel Svcs.	\$ 2,006,100
Materials & Supplies	\$ 1,172,863
Books & Materials	\$ 5,276,542
Equipment	\$ 1,255,769
Facilities Projects	\$ 520,000
Svcs Other Depts.	\$ 2,142,757
TOTAL	\$ 54,255,174
Less Intercept'l Recovery	\$ -
NET TOTAL	\$ 54,255,174

(Note: Total includes DCYF expend.)



Personnel Services



Estimated FY 2002-03

Main Library	\$ 12,466,115
Branch Libraries	\$ 12,605,186
Techn Svcs	\$ 3,814,190
Information Rsrc Mgt.	\$ 5,228,607
Public Affairs	\$ 1,048,626
Automation Svcs	\$ 3,302,623
Operations	\$ 6,875,026
Administration	\$ 2,640,250
Childrens Programs	\$ 6,274,551
TOTAL	\$ 54,255,174
Less Interdept'l Recovery	\$ -
NET TOTAL	\$ 54,255,174

(Note: Total includes DCYF expend.)

Public Services	\$ 36,574,458
Public Service Support	\$ 15,040,465
Administration	\$ 2,640,250
Total	\$ 54,255,174

Public Services

Main
Branch
Information Resrc Mgt.
Proposition J
DCYF

Public Service Support

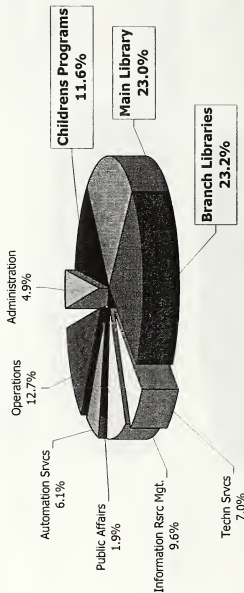
Technical Services
Automation Services
Operations
Public Affairs

Administration

City Librarian's Office
Finance Office
Human Resources Office

BUDGET BY PROGRAM

Operating Budget

**PERCENT OF BUDGET**

Main Library 184.09
 Branch Libraries 178.01
 Techn Svc 48.75
 IRMO 10.07
 Public Affairs 13.03
 Automation 13.03
 Operations 71.45
 Admin 21.23
 Childrens Programs 72.26
 Total 612.42

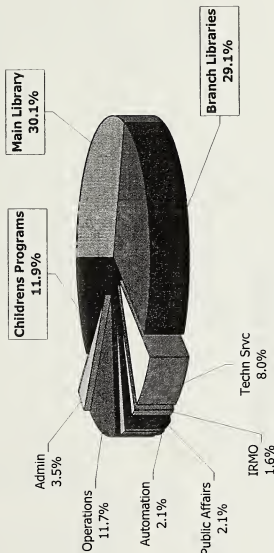
Public Service 444.93
 Public Service Support 146.26
 Administration 21.23
 Total 612.42

Public Services
 Main
 Branch
 Information Resrc Mgt.
 Proposition J
 MOCYF

Public Service Support
 Technical Services
 Automation Services
 Operations
 Public Affairs

Administration
 City Librarian's Office
 Finance Office
 Human Resources Office

FTE BY PROGRAM Operating Budget

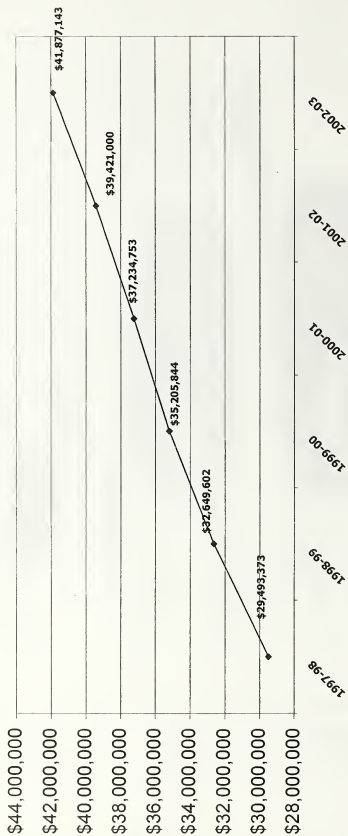


Percent of FTE

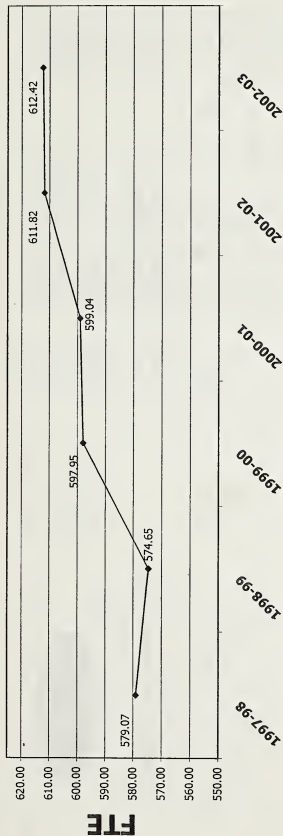


Estimated: FY 2002-03

PERSONNEL SERVICES (Salaries & Fringe Benefits)



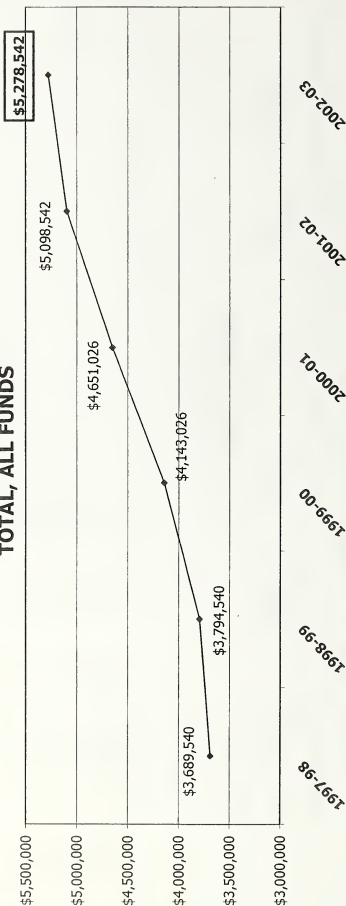
BUDGETED FTE BY FISCAL YEAR



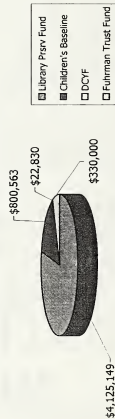
Fiscal Year	Total FTE	Change	Annual %	Total %
1997-98	579.07	0.00	0.00%	
1998-99	574.65	-4.42	-0.76%	-0.76%
1999-00	597.95	23.30	4.05%	3.26%
2000-01	599.04	1.09	0.18%	3.45%
2001-02	611.82	12.78	2.13%	5.66%
2002-03	612.42	0.60	0.10%	5.76%
Average		6.67	1.14%	

Estimated: FY 2002-03

BOOKS & MATERIALS TOTAL, ALL FUNDS



FY 2000-01 Book Budget by Source



Fiscal Year	Budgeted Amount	Annual \$ Change	Total % Change
1997-98	\$3,689,540		
1998-99	\$3,794,540	\$ 105,000	2.8%
1999-00	\$4,143,026	\$ 348,486	12.3%
2000-01	\$4,651,026	\$ 508,000	26.1%
2001-02	\$5,098,542	\$ 447,516	38.2%
2002-03	\$5,278,542	\$ 180,000	43.1%

NOTE: Reflects amounts originally appropriated in each fiscal year.

12/19/01 DRAFT FOR LIBRARY COMMISSION REVIEW AND
CONSIDERATION AND PROPOSED ADOPTION AT ITS
JANUARY 2, 2002 REGULAR MEETING.

Library Commission By-laws

ACTION

Discussion of and possible action to adopt various amendments to the Library Commission By-laws, including amendments regarding the (1) schedule of regular and special meetings, (2) Commission meeting minutes, and (3) Commissioner compensation.

Explanatory document: draft amended by-laws

SAN FRANCISCO PUBLIC LIBRARY COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Public Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Unless the Board of Supervisors decides to enact an ordinance that provides for compensation of Commissioners in accordance with Section A8.400 of the San Francisco Charter, Commissioners shall serve without compensation. Commissioners, as officers of the City and County of San Francisco, shall be entitled to health benefits in accordance with Section A8.420 of the Charter.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

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In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

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Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and ~~is also required to~~ shall report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and any Ad-Hoc Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction. An Ad-Hoc Committee established to nominate commission officers may not consider one of its own members for nomination.

Section 2: Committee Quorum

A majority of the members of a committee is a quorum. A committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

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The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those who desire to speak to sign up on a sheet, provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public, who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statutes and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Commission meeting. ~~The minutes shall state, at a minimum, the time the meeting was called to order, the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned and shall comply with the provisions of the San Francisco Sunshine Ordinance. (See S.F. Admin. Code sec. 67.16 (Minutes). Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.~~

Section 4. Regular Meetings

Regular meetings of the Library Commission shall be held on the first Tuesday of each month and on the third Thursday of each month in the Koret Auditorium of the Main Library at ~~5:30 p.m.~~ 4:00 p.m. or at such other date, time, and/or place as the Commission may, by resolution or motion, designate. A change in the date, time, and/or place of Commission meetings shall not require an amendment of these bylaws. ~~The Regular Meetings and/or Special Meetings may be held at other places, locations, dates or at other times subject to the provision of appropriate notice.~~

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of: matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or Commission secretary or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney.

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

BY _____

Catharine S. Barnes
Deputy City Attorney

Amended 04/02/96

Correction 08/06/96

Amended 11/05/96

Amended 12/02/96

Amended 03/24/97

Amended 05/06/97

Amended 04/07/98

Amended 01/__/02

M. Housh

12/19/01 DRAFT FOR LIBRARY COMMISSION REVIEW AND CONSIDERATION
AND PROPOSED ADOPTION AT ITS JANUARY 2, 2002 REGULAR MEETING.

Library Commission By-laws

ACTION

Discussion of and possible action to adopt various amendments to the Library Commission By-laws, including amendments regarding the (1) schedule of regular and special meetings, (2) Commission meeting minutes, and (3) Commissioner compensation.

Explanatory document: draft amended by-laws

DOCUMENTS DEPT

DEC 19 2001

SAN FRANCISCO
PUBLIC LIBRARY



SAN FRANCISCO PUBLIC LIBRARY
COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Public Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Unless the Board of Supervisors decides to enact an ordinance that provides for compensation of Commissioners in accordance with Section A8.400 of the San Francisco Charter, Commissioners shall serve without compensation. Commissioners, as officers of the City and County of San Francisco, shall be entitled to health benefits in accordance with Section A8.420 of the Charter.

Section 4: Oath of Public Office

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Section 5: Function

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BY

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Amended 04/02/96

Correction 08/06/96

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Amended 01/__/02

M. Housh



DRAFT

San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Wednesday, January 2, 2002.

DOCUMENTS DEPT.

The San Francisco Public Library Commission held its regular meeting on Wednesday, January 2, 2002 in the Koret Auditorium, Main Library.

JAN 29 2002

The meeting was called to order at 4:08 PM by President Higuera.

SAN FRANCISCO
PUBLIC LIBRARY

The following members were noted present: Commissioners Bautista, Coulter, Higuera, and Swig. Commissioners Streets and Steiman were noted excused attendance.

AGENDA ITEM #1 APPROVAL OF THE DECEMBER 4, 2001 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE DECEMBER 4, 2001

An anonymous member of the public noted that the Minutes were incomplete as the public comment summary statements had not been posted on the Library's website. This person also noted that an anecdote they had related had not been explained in the Minutes. This anonymous member of the public further noted that a comment by President Higuera about the cost of library improvements had not been accurately reported. Mr. Ed Regan requested that a comment concerning library book collections be clarified to read as referring to non-fiction collections. Mr. Peter Warfield expressed a desire for greater specificity in reported comments, found the budget proposed a sad document, and suggested that the reported POE (Post Occupancy Evaluation) Report items did not track back to the recommendations in the POE Report.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE DECEMBER 4, 2001 MINUTES

Commissioner Coulter suggested that the Commission consider moving approval of previous meeting Minutes to the end of its regular agendas.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista for approval of the Minutes of December 4, 2001 with corrections to Mr. Regan's remarks as noted.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported that the San Francisco History Center had received the gift of a typewriter used by famed San Francisco author Dashiell Hammett from Mr. Hammett's daughter and this it joined columnist Herb Caen's Underwood typewriter

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in the Library's collections. The City Librarian reported that the reopening of the Visitacion Valley Branch Library would occur on January 8th. Ms. Hildreth noted that the ILS (Integrated Library System) RFP (request for proposals) was being released on January 2, 2002 and would close on March 15th. She noted that the document had been developed and then extensively reviewed by staff committees. The City Librarian informed the Commissioners the Tool Lending Center would be holding a 1st Anniversary celebration in January 4th from 5 to 8PM. Ms. Hildreth next noted that there would be a community meeting held on January 22nd to discuss the mural at the Bernal Heights Branch Library. Ms. Hildreth then reported that the library would participate in a meeting with the Glen Park neighborhood Association to begin the discussion of what kinds of services the neighborhood might want at the new branch library. The City Librarian then informed the Commissioners of the details of a library public awareness campaign sponsored by the State Library that would include billboard advertisements, newspaper ads, and radio public service announcements (PSA) calling attention to libraries with the theme "the library, check it out".

PUBLIC COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented favorably on Hammett typewriter gift and the message of the PSAs. This person then noted that they had not received a copy of the RFP despite having requested that they received all such documents. Lastly, the anonymous member of the public called the Commissioners attention to a proposal by Supervisor Yee to create a library advisory committee. Mr. Ed Regan inquired regarding the location of the Glen Park meeting. Mr. Peter Warfield commented that the Hammett typewriter was a worthy acquisition. Mr. Warfield additionally observed that the ILS RFP was disappointing and that there had not been any public input or discussion of what was wrong with the old catalog. Ms. Amanda Thomas, manager of the Tool Lending Center formally invited the Commissioners to attend it January 4th Anniversary celebrations.

COMMISSION COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by Commissioner Coulter, Ms. Thomas outlined the successes achieved by the Tool Lending Center during its 1st year with more than 15,000 tools loaned to users from every part of San Francisco, and without any reported accidents. She also noted that the tools were being returned. Commissioner Coulter lauded the acquisition of the Hammett typewriter and commended the public awareness campaign. Commissioner Coulter noted the increased cooperative efforts on exhibits by the library staff with the support of the Friends and Foundation. Commissioner Bautista noted that the Commissioners themselves had on just received copies of the ILS RFP at the meeting. Commissioner Swig applauded the PSA campaign.

AGENDA ITEM #3 LIBRARY 2002/2003 BUDGET

Mr. George Nichols, Library Finance Director gave the Commissioners an extensive and detailed overview of the proposed 2002/03 Library Budget (copy attached) and outlined possible reductions that could be considered should the Mayor's Budget Office find that

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revenue projections warranted additional reductions in planned city spending. Mr. Nichols proposed to report back to the Commission on the Mayor's Budget Office's revised instruction's for the Library's 2002/03 Budget at the February Commission meeting.

PUBLIC COMMENT ON AGENDA ITEM #3

An anonymous member of the public commented that while this was a complex subject this budget did not represent returning to basics. The anonymous member of the public further commented that they were unclear concerning the strategy being proposed and that while great expenditure was proposed for one-time projects, the book budget was flat or declining. Mr. Ed Regan recommended that money from the Fuhrman Fund be used to fill in gaps in the Library's collections of books on politics and economics. Ms. Corry Collandra of SLUG (San Francisco League of Urban Gardeners) lauded the achievements of the Tool Lending Center and urged the Commissioners to continue its funding. Mr. Peter Warfield commented that even though there was a \$2 million increase in the budget there was no increase for books and urged the Commissioner not to approve the budget.

COMMISSION COMMENT ON AGENDA ITEM #3 LIBRARY 2002/03 BUDGET

In answer to questions by Commissioner Coulter, the City Librarian explained limitations on use of bond funds and how the proposed staffing for the new Mission Bay Branch library would be integrated into the budget over the next two years as needed. Ms. Hildreth then discussed in detail how the various aspects of the new branch telephone system upgrades could be managed within likely budget limitations. The City Library next noted an increase Fuhrman Fund purchases of books on politics and economics in the proposed budget. Commissioner Bautista asked if a list of books purchased by the Fuhrman Fund could be prepared? In answer to questions by Commissioner Swig, Cathy Lawhun, Chief of the Main Library outlined the need for microfilm readers and discussed the impact of the changes resulting from the end of the IKON contract.

In response to President Higuera's comments on the importance of maintaining a budget reserve for a rainy day, Mr. Nichols discussed what might constitute a prudent budget reserve and noted that additional reductions proposed by the Mayor's Budget office could fully utilize the existing reserve. In answer to additional questions by president Higuera, the City Librarian discussed how to manage on-going maintenance needs in branch libraries which would be either replaced or significantly upgraded by the Branch Library Bond program. President Higuera expressed concerns with the possibility of reductions in the book budget but noted that any additional funding reductions would offer painful choices. President Higuera expressed support for continued funding for the Tool Lending Center. President Higuera observed that if there were to be more reductions next year the choices would become even more difficult.

In response to questions by Commissioners Bautista and Swig, Mr. Nichols discussed the proposed training and travel allowance budgets. Commissioner Bautista expressed the hope that the economy would improve and preclude any need for additional reductions.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Commissioner Swig requested that a prioritized list of suggested cuts be prepared for the Commission before they next considered budget cuts. President Higuera suggested that options for use of the reserve be prepared with a rationale for proposed reductions and a review of planned one-time expenditures.

MOTION: by Commissioner Bautista, 2nd by Commissioner Swig for approval of the proposed 2002/03 Library budget.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

President Higuera called for a brief recess at 5:55PM

The Commission returned to session at 6:02PM

AGENDA ITEM # 4 LIBRARY BYLAWS REVISION

The Commission Secretary clarified that the Bylaws were last amended in April 1998. Then Deputy City Attorney Catharine Barnes outlined in detail the proposed revisions in the Commission's Bylaws

Public comment on Agenda Item #4 LIBRARY BYLAWS REVISION

An anonymous member of the public observed might not accomplish what the Commissioners hoped and that the agenda item notice did not include dropping the annual report. This person commented an annual report increased accountability and that the proposed changes regarding the Minutes had the virtue of reminding of the requirements of the law. Mr. Warfield commented: that the Bylaw changes were not properly noticed; that the amendment provisions were too loose; that there was no enforcement provisions; and that it was unfortunate that the proposed Bylaws referenced an outside document.

COMMISSION COMMENT ON AGENDA ITEM #4 LIBRARY BYLAWS REVISION

Commissioner Coulter suggested retaining the annual report language, finding it a useful tool to publicize the good work accomplished in a year by the Library. He further suggested that such a report could be prepared in partnership with the Friends and Foundation to make the community more aware of what the Library had accomplished.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the proposed Bylaw revisions be adopted except for the provision eliminating the annual report.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

AGENDA ITEM #5 ELECTION OF COMMISSION OFFICERS

The Commission Secretary informed the Commissioners that President Higuera and Vice President Steiman had been nominated to continue as President and Vice President for 2002 and asked if there were any further nominations. No additional nominations were proposed.

PUBLIC COMMENT ON AGENDA ITEM #5 ELECTION OF COMMISSION OFFICERS

Mr. Peter Warfield inquired if campaign finance disclosures were to be made. Mr. Ed Regan
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commented that President Higuera and Vice President Steiman had done a good job in office.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that Commissioner Higuera be elected President and Commissioner Steiman be elected Vice President of the San Francisco Public Library Commission for 2002.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

AGENDA ITEM #6 AFFINITY CENTERS UPDATE REPORT

City Librarian Susan Hildreth introduced Doris Tseng of the Chinese Center and Asa Peavy of the Book Arts and Special Collections Center to present a quarterly update on recent Library affinity centers activities. Ms. Tseng discussed in some detail the use of both the English and Chinese language collections in the Center and called attention to the heavy patron use of its two Chinese language Internet computers. Ms. Tseng then described changes made in the Center's arrangement to facilitate greater access to and use of its collections. The Chinese Center's manager then outlined various highly successful programs and author presentations that the Center had sponsored this year. Ms. Tseng concluded her report with a brief outline of several proposed efforts to strengthen the center's collections, increase cooperation with the Shanghai and Tapei Sister City Committees, and develop a collection of Chinese American photography. Ms. Tseng reported a recent gift of 500 English language books on Chinese culture from the Chinese government.

Mr. Peavy provided the commissioners with a packet of materials demonstrating the richness of the Library's Book Arts and Special collections and spoke extensively concerning Recent exhibits sponsored by the Center, notably an exhibit By the Pacific Center for the Book Arts and the widely acclaimed Zapf Fest series of programs on calligraphy and fine printing typeface design. Mr. Peavy called attention to a special holiday card designed for the Library by Herman Zapf, and discussed the works of Paul Elder, a Master of Arts and Crafts fine printing in the early 20th century. Mr. Peavy noted that an exhibit of his work would be held in 2003. The Book Arts and Special Collections Manager then informed the Commissioners concerning an upcoming exhibit of handmade books in February.

Library Community Affairs Chief, Marcia Schneider then introduced Catherine King and Evert Erlensen, the new curators in her department that would be working to facilitate all of the proposed exhibitions.

PUBLIC COMMENT ON AGENDA ITEM #6 AFFINITY CENTERS UPDATE REPORT

Mr. Peter Warfield noted that he had attended many of these events and inquired if the curators were to be assigned to work exclusively for the affinity center or if they would work on exhibits of collections throughout the library.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

COMMISSION COMMENT ON AGENDA ITEM #6AFFINITY CENTERS UPDATE REPORT

In response to a question by Commissioner Coulter, the City Librarian reported that the Friends and Foundation had paid for the holiday card. Commissioner Coulter expressed satisfaction with the excellent work being done in the centers and inquired about expanding outreach efforts, including expanded email program notes and event notice lists, to increase community involvement with the centers. Commissioner Coulter also suggested that the friends and Foundation might consider reconstituting the fundraising support groups for the centers to increase their ability to offer programs to the community. President Higuera noted that these reports called attention to the riches in the Library's collections. Commissioner Bautista commented that exchanges of staff with sister city libraries might be considered.

AGENDA ITEM #7 FRIENDS & FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation of the San Francisco Public Library brought the Commissioners up to date on recent activities including: the conclusion of this year's arts and lecture series, plans for the April 8th Library Laureates Dinner, the January 21st Grotto Night events, and the Friends and Foundation year end appeal and membership drive. Ms. Adam also informed the Commissioners concerning the on-going search for a permanent Executive Director and to relocate the Friends and Foundation offices.

Public comment on AGENDA ITEM #7 FRIENDS & FOUNDATION REPORT

None offered

COMMISSION COMMENT ON AGENDA ITEM #7 FRIENDS & FOUNDATION REPORT

None offered

AGENDA ITEM #8 UNION REPORT

None offered

AGENDA ITEM # 8 NEW BUSINESS

President Higuera called for discussion of an annual report. Commissioner Swig requested an update on the Strategic Plan. Commissioner Bautista requested a discussion of how to resolve a continuing graffiti problem at the Ortega Branch Library.

Public comment on Agenda item #8 NEW BUSINESS

An anonymous member of the public commented that an annual report was a good thing for many reasons. This person also commented that moving approval of the meeting minutes to the end of a meeting was an issue of accountability.

The number of members of the public who spoke anonymously at this meeting. 1

Agenda item #9 PUBLIC COMMENT

An anonymous member of the public commented on the topics raised and Commissioner Coulter's response to discussion that had occurred during public comment at a previous meeting. This person suggested that Commissioner Coulter had misunderstood the point of the discussion. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week, that the Library purchase more comfortable furniture including tables to read standing up. Mr. Peter Warfield commented that the furniture was too heavy and tabletops problematic. Mr. Warfield also raised two issues, inquiring concerning the status of the proposed system-wide Support Services Center, and regarding what plans were being considered to create space for books in the branch libraries.

ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned

Public comment on Agenda item #12 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

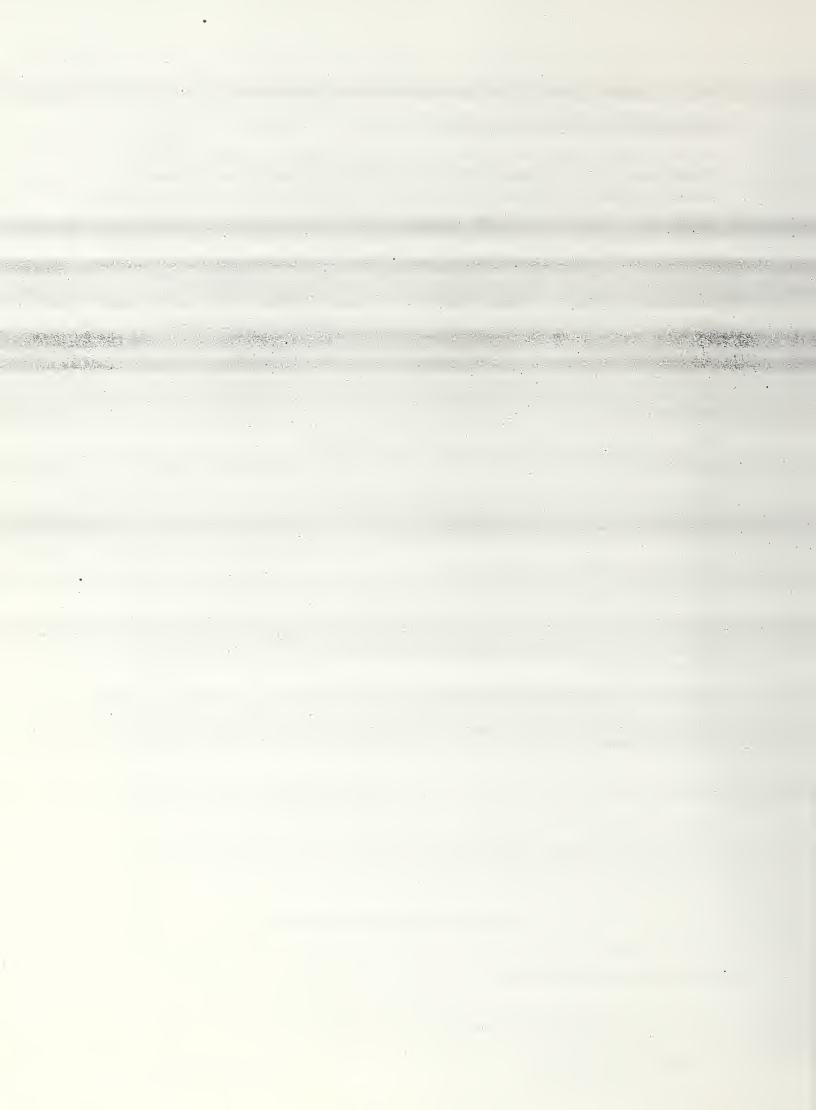
The meeting was adjourned at 7:19PM.

Michael Housh, Commission Secretary 1/16/02

The number of members of the public who spoke anonymously at this meeting. 1

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Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.



Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Minutes of the regular Commission Meeting of January 2, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 1:

Approval of the December 4, 2001 Minutes

"Welcome to the New Year.

As is true with every other minutes this year, the citizen summaries are not on the website. The minutes themselves do not say that they are incomplete. Quite the contrary, they say 'these are the minutes.' The minutes must include citizen summaries and they are not included.

On page two there is a reference to an anonymous citizen welcoming the new deputy city attorney and 'relating an anecdote.' This is not a summary of what was said. There is no indication of a subject, a point or whether it was humorous or not.

On page six there is a statement ascribed to president Higuera that the real cost of improvements that the library might undertake over many years could be less. But the point of Mr. Higuera's comments was that it could be many times more stretched out over the life of the building."

Minutes of the regular Commission Meeting of January 2, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 2:

City Librarian's Report

"It is good to hear from the public service announcements that a wide spectrum of people find that their own history is important and their own passion of various kinds can be encouraged by a good public library.

The mistaken implication that is created by the handling of the RFP is that you are going out of your way to comply with access provisions. I deliver to the secretary before each meeting a formal request for the documents that are distributed to the commission and I did not receive this RFP. Also, copies are not available to the public.

The City Librarian has not reported on the purple Gorilla of library activities over the last few months which has been Supervisor Leland Yee's call for a Citizen Advisory Committee. Let me be the first, since no one has brought it to your attention in any formal way."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 3:

Library 2002/2003 Budget

"This is a complex subject and I don't have the inclination to get into it now. There will be other times and other forums for that later.

The last time this came up I called to your attention the virtue of getting back to basics. This is not it.

This was described as 'strategic.' If this is strategic, what is the strategy? Does it conform to your still unapproved strategic plan? What is the strategy that you are hoping to implement here?

What we see is hundred of thousands of dollars for one time expenditures for new projects, and a flat or declining book budget. That is not the strategy I would have like to have seen."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 4:

Library Commission By-Law Revisions

"I suspect that these bylaws revisions do not accomplish what you hope they accomplish.

The bylaws provide for 10 days notice for bylaw revisions. Formerly, the notice for the bylaw revisions was the agenda itself.

The notice does not include the change in the provision for an annual report. I believe the charter has a requirement of an annual report and this commission once issued an annual report signed by the commissioners and sent it to City Hall as their accomplishment for the year.

I believed this increased accountability and was a hallmark of the fulfillment of your duties. The decommissioning of the annual report has been a great loss to me.

The language regarding minutes has the virtue of reminding you what the law requires, and it may surprise you.

Any change in a regular meeting, by definition, becomes a special meeting, which makes this proposed language ineffective."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 9:

New Business

"I want to commend the Deputy City Attorney for acknowledging the San Francisco Charter's requirement of an annual report. I support it for the reasons you cite, such as it advertises the benefits of the library. Additionally it gives a picture over time of the progress toward your stated goals and the arc of the institution's growth. If it is brought within the scope of the commission, it will give you a chance to set goals and to assess your progress.

I want to address the idea that would have been more appropriate here, namely the idea of moving the minutes to the end of the agenda, despite the recommendation of Robert's Rules of Order and common sense. That is an issue of accountability too.

Both with respect to the annual report and the minutes, accountability is of the essence."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 10:

Public Comment

"The colloquy under public comment at the last meeting was wonderfully emblematic.

Mr. Regan began by raising the issue of the provision for comfortable chairs and working standing. I addressed the seriously conflicting goals and tactics between a public agency and a money raising group.

Commissioner Coulter in response to both of us said that we should be thankful to the Library Foundation to have a place to sit at all. The assumption was that this was the coup de grace and our ingratitude would shame us into silence forever.

If Mr. Coulter had understood the point he would have realized that he was reinforcing our point, because it is exactly because the Foundation expects gratitude for whatever they provide that gives us uncomfortable chairs.

The benefits of aristocracy do not always hold sway. I will discuss this further under the general title of the Ugly American Syndrome."



FY 2002-03 Budget Planning

January 2, 2002

Recommendation

Approve the Library's \$54.255 million est. budget.

Budget is balanced, responsible, and strategic.

- **Balanced** -- Does not require General Fund subsidy beyond Prop E requirement.
- **Responsible** -- Maintains baseline services within a declining revenue base. Provides money for critical new initiatives.
- **Strategic** -- Most new money programmed for one-time projects. Maintains a prudent reserve in the LPF.

FY 2002-03 PROPOSED BUDGET

Library Preservation Fund	<u>\$53,323,000</u>
Baseline Budget (includes \$1.9 m baseline adjustments)	<u>\$51,303,000</u>
New Initiatives	<u>\$2,020,000</u>
 Fuhrman Trust Fund	 330,000
 Recurring Grants/Gifts	 150,000
 Dept. Children, Youth & Families (DCYF)	 <u>452,000</u>
 TOTAL	 \$54,255,000

Discussion

10% General Fund Reductions

10% REDUCTION GENERAL FUND

Revenue (w/ 10% cut)	\$48,534,000
Reserve Allocation	<u>1,597,000</u>
Total Revenue	\$50,131,000
Proposed Budget	<u>\$53,323,000</u>
VARIANCE (Deficit)	- \$ 3,192,000

10% Reductions	<u>\$3,192,000</u>
Reserve	- \$ 1,532,000
Budget	- \$ 1,660,000

BUDGET REDUCTIONS

Tool Lending Center	\$ 50,000
Inc.Salary Savings 1.0%	404,267
Mission Bay Librarian	39,000
Branch Telephone Upgrades	140,000
Book Budget 5% Reduction	246,285
Self-Charge Machines	66,000
Branch Telephone Upgrades	140,000
Repro/Translation Svcs	25,000
Reclass Automation Staff	74,000
Microform Machines *	59,000
Public Copying & Printing *	40,000
Branch Maint & Repair	198,344
Computer Replacement	178,000
Total Reductions	\$1,659,896

* Baseline costs to be funded through reallocation.

Mitigating Factors - Use of Reserve

- LPF reserve \$323,000 greater than previously reported.
- Slight increase in current year property tax revenue.
- Current year savings will exceed target.
- \$1.821 million in one-time dollars in 2002-03 budget.
- 2002-03 budgetary savings (historical).
- Improving economy - higher revenue in 2003-04.



San Francisco Public Library

100 Larkin Street, San Francisco, CA 94102

December 21, 2001

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director 

RE: FISCAL YEAR 2002-03 PROPOSED BUDGET RECOMMENDATIONS

At the January 2, 2002 meeting we will present two items. First, we will recommend that the Commission approve the Library's proposed budget for FY 2002-03. The proposed budget is based on the Mayor's revenue estimates for the Library Preservation Fund (LPF); on the Library's revenue estimates for the Fuhrman Trust Fund, State grants, private gifts, and allocations from the Department of Children, Youth, and Families (DCYF); and on the Library's estimates of baseline cost adjustments. As previously discussed with the Commission, the Mayor has directed Departments to base their FY 2002-03 budgets on the same level of revenue budgeted in FY 2001-02 and to absorb MOU salary and fringe increases within those predetermined revenue targets. Our proposed budget meets these requirements.

Secondly, we will present a proposal or plan for budget reductions. This satisfies the Mayor's direction to submit along with the proposed budget, reduction proposals equal to 10% of General Funds received by the Library. This is a discussion item that we will bring back to the Commission in February for action.

In regard to the FY 2002-03 budget we recommend that the Commission approve the budget as proposed. As discussed with the Commission over the last two months, our estimated budget is primarily a baseline budget with approximately \$2.020 million in new spending – most of which (92%) is one-time money. Major one-time expenditures in this budget include:

1. \$600,000 to term-purchase the new Integrated Library System (ILS).
2. \$526,000 to complete the upgrade of the Main Library's wide area network (WAN) and to replace computers and terminals necessary to implement the ILS.
3. \$240,000 for annual Branch Library maintenance and repair projects.
4. \$280,000 to upgrade telephone systems throughout the Branch system.
5. \$59,000 to buy microform machines for the SF History Room and Newspapers & Magazine Center.
6. \$66,000 to buy three self-charge machines for the Mission Branch Library.
7. \$50,000 to support the Tool Lending Center.

Major ongoing or permanent increases to the budget include:

1. \$74,000 to reclassify 6.5 Information System Tech positions to Information Systems Administrator positions.
2. \$39,000 to establish a Librarian II position for the proposed Mission Bay Library. In FY 2002-03 this will be a 6-month hire commencing on January 1, 2003.
3. \$40,000 to cover the cost of public copying and printing services that we previously received as a free service from IKON.
4. \$25,000 to cover the cost of reproduction and translation services that are expected to increase next year.
5. \$3,000 to convert Project Read positions from grant funds to City funds (through reallocation).

Based on our planning estimates, the Library Preservation Fund portion of the budget will be approximately \$53.323 million. This includes about \$51.303 million in baseline expenditures (including an estimated \$1.6 million in MOU salary and fringe adjustments and \$198,000 in annualized personnel costs)¹ and \$2.020 million in enhancements most of which are one-time or non-permanent expenditures.

Does the proposed budget meet all of the Library's needs? The answer is obviously no. As described previously, we completed a process in which each Division Chief prepared and submitted Budget Change Concepts. The concepts, representing public service initiatives considered by the Chiefs and their staffs to be critical, totaled over \$5.6 million in new spending and almost 27 new FTE. The budget as proposed contains an additional \$2.020 million in new spending and less than 1.0 FTE (0.60). Although the estimated budget might not meet everyone's needs or wants, given the poor economy and the revenue constraints we are facing, the budget as proposed is balanced, strategic and responsible.

This recommendation also includes expenditures of approximately \$452,000 from DCYF to support programs targeting disadvantaged and at-risk children, youth, and families; approximately \$150,000 in gift and state grant funds for Project Read; and \$330,000 from the Fuhrman Trust Fund for books and materials related to economics and political science.

In regard to the Fuhrman Trust Fund, the \$330,000 we are recommending is \$180,000 more than we are currently spending and is based on the current condition of that fund which shows an ending balance as of June 30, 2001 of \$1.969 million and revenues of \$348,000. We are recommending this increase as a one-time increase for FY 2002-03. Revenue has performed much better than anticipated since we reduced the allocation in FY 1998-99 from \$350,000 to \$150,000 and a one-time increase is warranted at this time.

In regard to the allocation from DCYF, the \$452,000 is a baseline amount subject to available funding and negotiation with DCYF. We are assuming that we will receive at least as much next year as we receive this year. DCYF funds a large number of programs Citywide, including services provided by community based organizations (CBO's), and we will not know our actual allocation until mid-February or later.

¹ Represents the Library's estimate. The Controller calculates changes in salaries and fringe benefits and posts to the budget.

In regard to grants and gifts funding Project Read we expect the same level of funding from the Friends & Foundation (\$91,000); however, we anticipate a decrease in State adult literacy grant funds in FY 2002-03. In regard to the grant we do not know the reduction at this time.

The Library's estimated budget for FY 2002-03, would be funded² as follows:

SOURCE	2001-02	2002-03	Change
Library Preservation Fund	\$ 51,726,000	\$ 53,323,000	\$ 1,597,000
Dept. Children, Youth, & Families	\$ 452,000	\$ 452,000	\$ -
Fuhrman Trust Fund	\$ 150,000	\$ 330,000	\$ 180,000
Grants & Gifts	\$ 153,000	\$ 150,000	\$ (3,000)
Total	\$ 52,481,000	\$ 54,255,000	\$ 1,774,000

REDUCTION PLANNING

As reported previously, a 10% General Fund reduction based on current revenue estimates totals \$3.192 million. To meet this target, we could spend down the estimated \$1.532 million reserve in the Library Preservation Fund (LPF). Under this proposal, LPF reserve funds would replace General Fund dollars in the budget. This would completely deplete the reserve; however, it would leave a balance of only \$1.660 million left to cut. To make up the balance of the cut, the Library could propose the following reductions. The reductions are presented in priority order – the higher the number the greater the importance. The items below represent most of the new funding initiatives included in the proposed budget.

ORDER	ITEM	AMOUNT
1	Tool Lending Center	\$ 50,000
2	1% Increase in Budgeted Salary Savings	\$ 404,267
3	Mission Bay Librarian	\$ 39,000
4	Branch Telephone System Upgrades	\$ 140,000
5	5% Reduction to Book Budget	\$ 246,285
6	Self Charge Machines (Mission Branch)	\$ 66,000
7	Branch Telephone System Upgrades	\$ 140,000
8	Reproduction/Translation Services	\$ 25,000
9	Reclassify 6.5 Automation Staff positions	\$ 74,000
10	Microform Machines *	\$ 59,000
11	Public Copying and Printing *	\$ 40,000
12	Branch Facilities Maintenance & Repair	\$ 198,344
13	Computer Replacements	\$ 178,000
	TOTAL REDUCTIONS	\$ 1,659,896
	NOTE: Asterisked items would have to be funded through reallocation in order to maintain current service levels.	

² Change in Library Preservation Fund represents allocation from reserve. Leaves a reserve balance of \$1.5 million.

If LPF reserves were not used to offset a potential 10% General Fund reduction, additional program cuts would have to be identified. Cutting beyond the items identified above will likely result in service reductions throughout the system. If a reserve is maintained, items that should be considered for reduction include positions, the book budget, facility maintenance and repair funds, non-essential personal services or consulting contracts, work orders we have with other City Departments for services that may be discretionary, travel, and training. This will result in less public programming, fewer services, fewer circulation materials, and delays in facility maintenance and repair projects. A budget reduction of this magnitude will pose difficult challenges for staff and the public. The challenge for the Commission and the Library will be to maintain within a reduced revenue base, a level of service and programming that meets the requirements of Proposition E.

Also attached are tables that describe the estimated budget. We look forward to discussing this with you in more detail on January 2nd. If you have any questions prior to the meeting please call me at (415) 554-4248.

SAN FRANCISCO PUBLIC LIBRARY

Estimated: FY 2002-03

CHART 1

	MAIN	BRANCH	TECHN. SERVICE	IRMO	PUBLIC AFFAIRS	AUTOMATION	OPERATIONS	ADMIN	DC/F	COLORADO'S BASELINE	TOTAL
Salaries	\$ 9,954,625	\$ 9,339,949	\$ 2,702,681	\$ 611,849	\$ 700,964	\$ 963,788	\$ 3,562,814	\$ 1,402,089	\$ 331,827	\$ 3,930,550	\$ 33,501,235
Fringe Benefits	\$ 2,250,114	\$ 2,454,389	\$ 705,374	\$ 154,469	\$ 183,752	\$ 226,578	\$ 979,210	\$ 332,278	\$ 84,443	\$ 1,055,300	\$ 6,375,908
Non-Personal Services	\$ 93,300	\$ 304,352	\$ 318,950	\$ 640	\$ 85,000	\$ 363,730	\$ 537,111	\$ 243,473	-	\$ 61,544	\$ 2,008,100
Materials & Supplies	\$ 109,076	\$ 160,496	\$ 87,185	\$ 6,500	\$ 26,700	\$ 214,144	\$ 529,128	\$ 19,500	\$ 500	\$ 19,634	\$ 1,172,863
Books & Materials	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	\$ 4,455,149	-	-	-	-	\$ 22,830	\$ 800,563	\$ 5,278,542
Facilities Maintenance Proj.	\$ 59,000	\$ 66,000	-	-	-	\$ 1,126,000	\$ 4,769	-	-	-	\$ 1,255,769
Services Other Departments	-	\$ 280,000	-	-	-	-	\$ 240,000	-	-	-	\$ 520,000
Cost Recovery	-	-	-	-	\$ 52,210	\$ 408,383	\$ 1,021,994	\$ 642,910	\$ 12,300	\$ 4,960	\$ 2,142,757
TOTAL, OPERATIONS	\$ 12,466,115	\$ 12,605,186	\$ 3,814,190	\$ 5,228,607	\$ 1,048,626	\$ 3,302,623	\$ 6,875,026	\$ 2,640,250	\$ 452,000	\$ 5,822,551	\$ 54,255,174

[TO BE DETERMINED]

Branch Bond Program

TOTAL, CAPITAL PRG

TOTAL BUDGET

Lib Preservation Fund	\$	21,401,425
General Fund	\$	31,921,575
Fuhrman Trust Fund	\$	330,000
Grants & Gifts	\$	150,000
DOCYF	\$	452,000
Total	\$	54,255,000
Less Recovery	\$	(452,000)
Net Total Revenue	\$	\$53,803,000

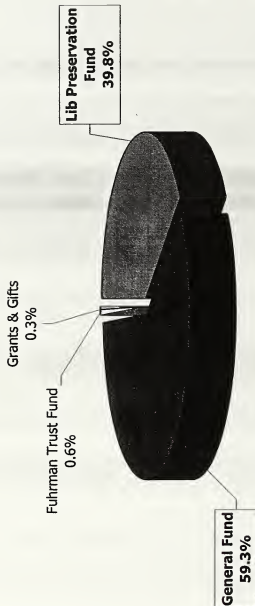
General Fund	\$	24,132,236
GF Transfer	\$	5,822,551
Children's Baseline	\$	654,982
Library Revenue	\$	1,331,806
State Grant (PLF)	\$	31,921,575
Total	\$	31,921,575

Library Preservation Fund	\$	19,783,883
Estimated Revenue	\$	1,617,542
Fund Balance	\$	21,401,425

Other Funds	\$	330,000
Fuhrman Trust Fund	\$	150,000
Grants & Gifts	\$	480,000

GF Required per Prop E	\$	31,921,575
GF Appropriated	\$	31,921,575
GF Subsidy	\$	

BUDGET BY SOURCE OF FUNDS Operating Budget



GENERAL FUND BY SOURCE



PROPOSITION E (LRF) BY SOURCE



12/21/0

SAN FRANCISCO PUBLIC LIBRARY

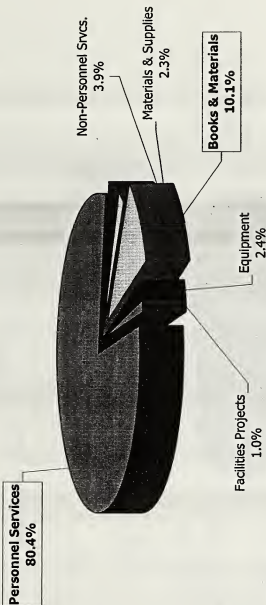
Estimated: FY 2002-03

JHART 3

Salaries	\$ 33,501,235
Fringe Benefits	\$ 8,375,908
	\$ 41,877,143
Personnel Services	\$ 41,877,143
Non-Personnel Svcs.	\$ 2,008,100
Materials & Supplies	\$ 1,172,863
Books & Materials	\$ 5,278,542
Equipment	\$ 1,255,769
Facilities Projects	\$ 520,000
Svcs Other Depts.	\$ 2,142,757
TOTAL	\$ 54,255,174
Less Interdept'l Recovery	-
NET TOTAL	\$ 54,255,174

(Note: Total includes DCYF expend.)

CATEGORIES OF EXPENSE Operating Budget



Personnel Services



Main Library	\$ 12,466,115
Branch Libraries	\$ 12,605,186
Tech. Svcs	\$ 3,814,190
Information Rsrc Mgt.	\$ 5,228,607
Public Affairs	\$ 1,048,626
Automation Svcs	\$ 3,302,623
Operations	\$ 6,875,026
Administration	\$ 2,640,250
Childrens Programs	\$ 6,274,551
TOTAL	\$ 54,255,174
Less Interdept'l Recovery	\$ -
NET TOTAL	\$ 54,255,174

(Note: Total includes DCYF expend.)

Public Services	\$ 36,574,458
Public Service Support	\$ 15,040,465
Administration	\$ 2,640,250
Total	\$ 54,255,174

Public Services

Main
Branch
Information Rsrc Mgt.
Proposition 1
DCYF

Public Service Support

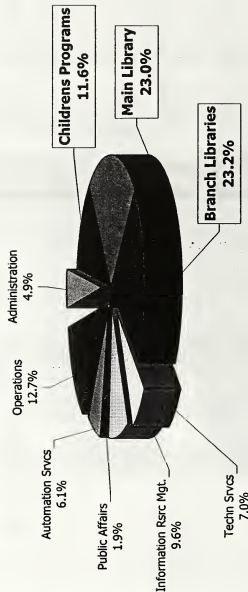
Technical Services
Automation Services
Operations
Public Affairs

Administration

City Librarian's Office
Finance Office
Human Resources Office

BUDGET BY PROGRAM

Operating Budget

**PERCENT OF BUDGET**

12/21.

SAN FRANCISCO PUBLIC LIBRARY

Estimated: FY 2002-03

JHART 5

Main Library	184.09
Branch Libraries	178.01
Techn Svc	48.75
IRMO	10.07
Public Affairs	13.03
Automation	13.03
Operations	71.45
Admin	21.23
Childrens Programs	72.26
Total	612.42

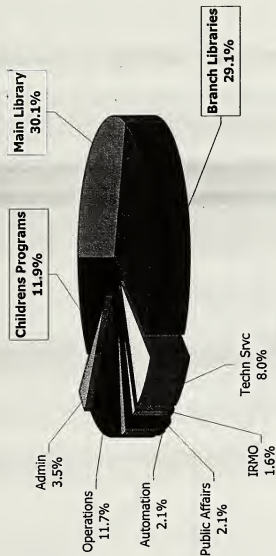
Public Service	444.93
Public Service Support	146.26
Administration	21.23
Total	612.42

Public Services
Main
Branch
Information Resrc Mgt.
Proposition J
MOCVF

Public Service Support
Technical Services
Automation Services
Operations
Public Affairs

Administration
City Librarian's Office
Finance Office
Human Resources Office

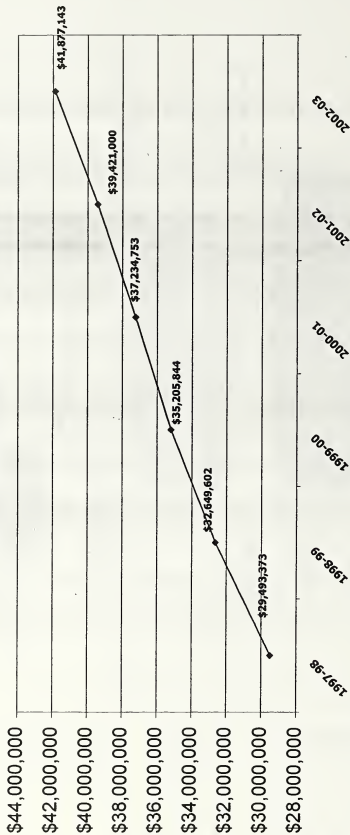
FTE BY PROGRAM Operating Budget



Percent of FTE

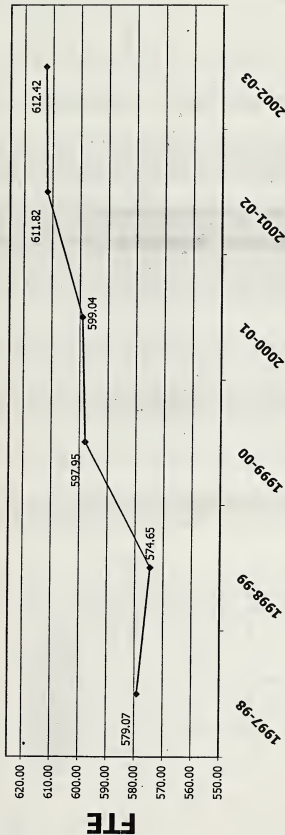


PERSONNEL SERVICES (Salaries & Fringe Benefits)



Fiscal Year	Amount	Change	Annual %	Total %
1997-98	\$ 29,493,373	-	0.00%	0.00%
1998-99	\$ 32,649,602	3,156,229	10.70%	10.70%
1999-00	\$ 35,205,844	2,556,242	7.83%	18.37%
2000-01	\$ 37,234,753	2,028,909	5.76%	26.25%
2001-02	\$ 39,421,000	2,186,247	5.87%	33.66%
2002-03	\$ 41,877,143	2,456,143	6.23%	41.99%
Average	\$ 35,205,844	\$ 2,476,754	7.28%	

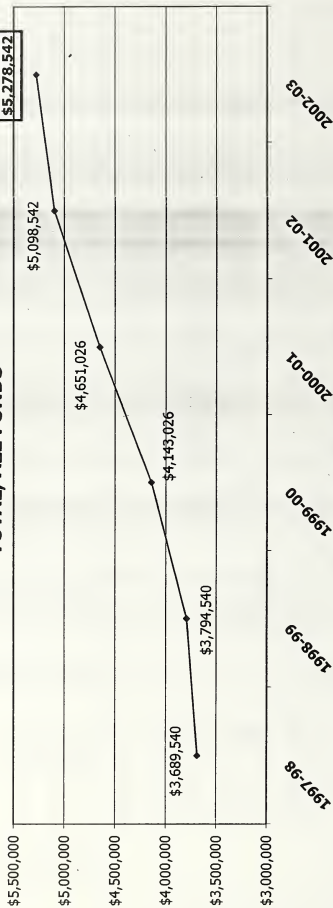
BUDGETED FTE BY FISCAL YEAR



Fiscal Year	Total FTE	Change	Annual %	Total %
1997-98	579.07	0.00	0.00%	
1998-99	574.65	-4.42	-0.76%	-0.76%
1999-00	597.95	23.30	4.05%	3.26%
2000-01	599.04	1.09	0.18%	3.45%
2001-02	611.82	12.78	2.13%	5.66%
2002-03	612.42	0.60	0.10%	5.76%

Average 1.14%

BOOKS & MATERIALS TOTAL, ALL FUNDS



FY 2000-01 Book Budget by Source



Fiscal Year	Budgeted Amount	Annual \$ Change	Total % Change
1997-98	\$3,689,540		
1998-99	\$3,794,540	\$ 105,000	2.8%
1999-00	\$4,143,026	\$ 348,486	12.3%
2000-01	\$4,651,026	\$ 508,000	26.1%
2001-02	\$5,098,542	\$ 447,516	38.2%
2002-03	\$5,278,542	\$ 180,000	43.1%

NOTE: Reflects amounts originally appropriated in each fiscal year.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Public Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Unless the Board of Supervisors decides to enact an ordinance that provides for compensation of Commissioners in accordance with Section A8.400 of the San Francisco Charter, Commissioners shall serve without compensation. Commissioners, as officers of the City and County of San Francisco, shall be entitled to health benefits in accordance with Section A8.420 of the Charter.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission meetings constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission meetings, whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission. The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and shall report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and any Ad-Hoc Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction. An Ad-Hoc Committee established to nominate commission officers may not consider one of its own members for nomination.

Section 2: Committee Quorum

A majority of the members of a committee is a quorum. A committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business," except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those who desire to speak to sign up on a sheet provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statutes and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Commission meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance. (See S.F. Admin. Code §67.16 (Minutes)). Minutes of a meeting shall be approved, whenever practicable, at the next meeting of the body.

Section 4. Regular Meetings

Regular meetings of the Library Commission shall be held on the first Tuesday of each month and on the third Thursday of each month in the Koret Auditorium of the Main Library at 4:00 p.m. or at such other date, time, and/or place as the Commission may, by resolution or motion, designate. A change in the date, time, and/or place of Commission meetings shall not require an amendment of these Bylaws. Regular Meetings and/or Special Meetings may be held at other places, dates or times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or Commission secretary; or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney.

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

BY

Catharine S. Barnes
Deputy City Attorney

Amended 04/02/96
Correction 08/06/96
Amended 11/05/96
Amended 12/02/96
Amended 03/24/97
Amended 05/06/97
Amended 04/07/98
Amended 01/02/02
M. Housh





San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Wednesday, January 2, 2002 (as approved Feb. 5, 2002).

The San Francisco Public Library Commission held its regular meeting on Wednesday, January 2, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:08 PM by President Higuera.

The following members were noted present: Commissioners Bautista, Coulter, Higuera, and Swig. Commissioners Chin, Streets, and Steiman were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE DECEMBER 4, 2001 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE DECEMBER 4, 2001

An anonymous member of the public noted that the Minutes were incomplete as the public comment summary statements had not been posted on the Library's website. This person also noted that an anecdote they had related had not been explained in the Minutes. This anonymous member of the public further noted that a comment by President Higuera about the cost of library improvements had not been accurately reported. Mr. Ed Regan requested that a comment concerning library book collections be clarified to read as referring to non-fiction collections. Mr. Peter Warfield expressed a desire for greater specificity in reported comments, found the budget proposed a sad document, and suggested that the reported POE (Post Occupancy Evaluation) Report items did not track back to the recommendations in the POE Report.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE DECEMBER 4, 2001 MINUTES

Commissioner Coulter suggested that the Commission consider moving approval of previous meeting Minutes to the end of its regular agendas.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista for approval of the Minutes of December 4, 2001 with corrections to Mr. Regan's remarks as noted.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported that the San Francisco History Center had received the gift of an Underwood typewriter used by famed San Francisco author Dashiell Hammett from Mr. Hammett's daughter and thus it joined columnist Herb Caen's typewriter

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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1/2/02

1/2/02

Villie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
President

Carol Steiman
Vice President

Jelen Marte Bautista
Donnie K. Chin
Steven A. Coulter
Ran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary



in the Library's collections. The City Librarian reported that the reopening of the Visitacion Valley Branch Library would occur on January 8th. Ms. Hildreth noted that the ILS (Integrated Library System) RFP (request for proposals) was being released on January 2, 2002 and would close on March 15th. She noted that the document had been developed and then extensively reviewed by staff committees. The City Librarian informed the Commission the Tool Lending Center would be holding a 1st Anniversary celebration on January 4th from 5 to 8PM. Ms. Hildreth next noted that there would be a community meeting held on January 22nd to discuss the mural at the Bernal Heights Branch Library. Ms. Hildreth then reported that the Library would participate in a meeting with the Glen Park Neighborhood Association to begin the discussion of what kinds of services the neighborhood might want at the new branch library. The City Librarian then informed the Commissioners of the details of a library public awareness campaign sponsored by the State Library that would include billboard advertisements, newspaper ads, and radio and TV public service announcements (PSA) calling attention to libraries with the theme "the library, check it out".

PUBLIC COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented favorably on the Hammett typewriter gift and the message of the PSAs. This person then noted that they had not received a copy of the RFP despite having requested that they received all such documents. Lastly, the anonymous member of the public called the Commissioners attention to a proposal by Supervisor Yee to create a library advisory committee. Mr. Ed Regan inquired regarding the location of the Glen Park meeting. Mr. Peter Warfield commented that the Hammett typewriter was a worthy acquisition. Mr. Warfield additionally observed that the ILS RFP was disappointing and that there had not been any public input or discussion of what was wrong with the old catalog. Ms. Amanda Thomas, Manager of the Tool Lending Center, formally invited the Commissioners to attend its January 4th Anniversary celebrations.

COMMISSION COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by Commissioner Coulter, Ms. Thomas outlined the successes achieved by the Tool Lending Center during its 1st year with more than 15,000 tools loaned to users from every part of San Francisco, and without any reported accidents. She also noted that the tools were being returned. Commissioner Coulter lauded the acquisition of the Hammett typewriter and commended the public awareness campaign. Commissioner Coulter noted the increased cooperative efforts on exhibits by the library staff with the support of the Friends and Foundation. Commissioner Bautista noted that the Commissioners themselves had just received copies of the ILS RFP at the meeting. Commissioner Swig applauded the PSA campaign.

AGENDA ITEM #3 LIBRARY 2002/2003 BUDGET

Mr. George Nichols, Library Finance Director gave the Commissioners an extensive and detailed overview of the proposed 2002/03 Library Budget (copy attached) and outlined possible reductions that could be considered should the Mayor's Budget Office find that

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revenue projections warranted additional reductions in planned city spending. Mr. Nichols proposed to report back to the Commission on the Mayor's Budget Office's revised instruction's for the Library's 2002/03 Budget at the February Commission meeting.

PUBLIC COMMENT ON AGENDA ITEM #3

An anonymous member of the public commented that while this was a complex subject this budget did not represent returning to basics. The anonymous member of the public further commented that they were unclear concerning the strategy being proposed and that while great expenditure was proposed for one-time projects, the book budget was flat or declining. Mr. Ed Regan recommended that money from the Fuhrman Fund be used to fill in gaps in the Library's collections of books on politics and economics. Ms. Corry Collandra of SLUG (San Francisco League of Urban Gardeners) lauded the achievements of the Tool Lending Center and urged the Commissioners to continue its funding. Mr. Peter Warfield commented that even though there was a \$2 million increase in the budget there was no increase for books and urged the Commissioner not to approve the budget.

COMMISSION COMMENT ON AGENDA ITEM #3 LIBRARY 2002/03 BUDGET

In answer to questions by Commissioner Coulter, the City Librarian explained limitations on use of bond funds and how the proposed staffing for the new Mission Bay Branch library would be integrated into the budget over the next two years as needed. Ms. Hildreth then discussed in detail how the various aspects of the new branch telephone system upgrades could be managed within likely budget limitations. The City Library next noted increased Fuhrman Fund purchases of books on politics and economics in the proposed budget. Commissioner Bautista asked if a list of books purchased by the Fuhrman Fund could be prepared? In answer to questions by Commissioner Swig, Kathy Lawhun, Chief of the Main Library outlined the need for microfilm readers and discussed the impact of the changes resulting from the end of the IKON contract.

In response to President Higuera's comments on the importance of maintaining a budget reserve for a rainy day, Mr. Nichols discussed what might constitute a prudent budget reserve and noted that additional reductions proposed by the Mayor's Budget office could fully utilize the existing reserve. In answer to additional questions by President Higuera, the City Librarian discussed how to manage on-going maintenance needs in branch libraries that would be either replaced or significantly upgraded by the Branch Library Bond Program. President Higuera expressed concerns with the possibility of reductions in the book budget noting that any additional funding reductions would offer painful choices. President Higuera expressed support for continued funding for the Tool Lending Center. President Higuera observed that if there were to be more reductions next year the choices would become even more difficult.

In response to questions by Commissioners Bautista and Swig, Mr. Nichols discussed the proposed training and travel allowance budgets. Commissioner Bautista expressed the hope that the economy would improve and preclude any need for additional reductions.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Commissioner Swig requested that a prioritized list of suggested cuts be prepared for the Commission before they next considered budget cuts. President Higuera suggested that options for use of the reserve be prepared with a rationale for proposed reductions and a review of planned one-time expenditures.

MOTION: by Commissioner Bautista, 2nd by Commissioner Swig for approval of the proposed 2002/03 Library budget.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

President Higuera called for a brief recess at 5:55PM

The Commission returned to session at 6:02PM

AGENDA ITEM # 4 LIBRARY BYLAWS REVISION

The Commission Secretary clarified that the Bylaws were last amended in April 1998. Then, Deputy City Attorney Catharine Barnes outlined in detail the proposed Commission Bylaws.

Public comment on Agenda Item #4 LIBRARY BYLAWS REVISION

An anonymous member of the public observed these changes might not accomplish what the Commissioners hoped and that the agenda item notice did not include dropping the annual report. This person commented an annual report increased accountability and that the proposed changes regarding the Minutes had the virtue of reminding them of the requirements of the law. Mr. Warfield commented that the Bylaw changes were not properly noticed; that the amendment provisions were too loose; that there was no enforcement provisions; and found unfortunate that the Bylaws referenced an outside document.

COMMISSION COMMENT ON AGENDA ITEM #4 LIBRARY BYLAWS REVISION

Commissioner Coulter suggested retaining the annual report language, finding it a useful tool to publicize the good work accomplished in a year by the Library. He further suggested that such a report could be prepared in partnership with the Friends and Foundation to make the community more aware of what the Library had accomplished.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the proposed Bylaw revisions be adopted except for the provision eliminating the annual report.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

AGENDA ITEM #5 ELECTION OF COMMISSION OFFICERS

The Commission Secretary informed the Commissioners that President Higuera and Vice President Steiman had been nominated to continue as President and Vice President for 2002 and asked if there were any further nominations. No additional nominations were proposed.

PUBLIC COMMENT ON AGENDA ITEM #5 ELECTION OF COMMISSION OFFICERS

Mr. Peter Warfield inquired if campaign finance disclosures were to be made. Mr. Ed Regan Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

commented that President Higuera and Vice President Steiman had done a good job in office.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that Commissioner Higuera be elected President and Commissioner Steiman be elected Vice President of the San Francisco Public Library Commission for 2002.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

AGENDA ITEM #6 AFFINITY CENTERS UPDATE REPORT

City Librarian Susan Hildreth introduced Doris Tseng of the Chinese Center and Asa Peavy of the Book Arts and Special Collections Center to present a quarterly update on recent Library affinity centers activities. Ms. Tseng discussed in some detail the use of both the English and Chinese language collections in the Center and called attention to the heavy patron use of its two Chinese language Internet computers. Ms. Tseng then described changes made in the Center's arrangement to facilitate greater access to and use of its collections. The Chinese Center's Manager then outlined various highly successful programs and author presentations that the Center had sponsored this year. Ms. Tseng concluded her report with a brief outline of several proposed efforts to strengthen the center's collections, increase cooperation with the Shanghai and Tapei Sister City Committees, and develop a collection of Chinese American photography. Ms. Tseng reported a recent gift of 500 English language books on Chinese culture from the Chinese government.

Mr. Peavy provided the Commissioners with a packet of materials demonstrating the richness of the Library's Book Arts and Special collections and spoke extensively concerning recent exhibits sponsored by the Center, notably an exhibit by the Pacific Center for the Book Arts and the widely acclaimed Zapf Fest series of programs on calligraphy and fine printing typeface design. Mr. Peavy called attention to a special holiday card designed for the Library by Herman Zapf, and discussed the works of Paul Elder, a Master of Arts and Crafts fine printing in the early 20th century. Mr. Peavy noted that an exhibit of his work would be held in 2003. The Book Arts and Special Collections Manager then informed the Commissioners concerning an upcoming exhibit of handmade books in February.

Library Community Affairs Chief, Marcia Schneider then introduced Catherine King and Everett Erlensen, the new curators in her department who would be working to facilitate all of the proposed exhibitions.

PUBLIC COMMENT ON AGENDA ITEM #6 AFFINITY CENTERS UPDATE REPORT

Mr. Peter Warfield noted that he had attended many of these events and inquired if the curators were to be assigned to work exclusively for the affinity centers or if they would work on exhibits of collections throughout the library.

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COMMISSION COMMENT ON AGENDA ITEM #6 AFFINITY CENTERS UPDATE REPORT

In response to a question by Commissioner Coulter, the City Librarian reported that the Friends and Foundation had paid for the holiday card. Commissioner Coulter expressed satisfaction with the excellent work being done in the centers and inquired about expanding outreach efforts, including expanded email program notes and event notice lists, to increase community involvement with the centers. Commissioner Coulter also suggested that the Friends and Foundation might consider reconstituting the fundraising support groups for the centers to increase their ability to offer programs to the community. President Higuera noted that these reports called attention to the riches in the Library's collections. Commissioner Bautista commented that exchanges of staff with sister city libraries might be considered.

AGENDA ITEM #7 FRIENDS & FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation of the San Francisco Public Library brought the Commissioners up to date on recent activities including: the conclusion of this year's arts and lecture series, plans for the April 8th Library Laureates Dinner, the January 21st Grotto Night events, and the Friends and Foundation year end appeal and membership drive. Ms. Adam also informed the Commissioners concerning the on-going search for a permanent Executive Director and to relocate the Friends and Foundation offices.

Public comment on AGENDA ITEM #7 FRIENDS & FOUNDATION REPORT

None offered

COMMISSION COMMENT ON AGENDA ITEM #7 FRIENDS & FOUNDATION REPORT

None offered

AGENDA ITEM #8 UNION REPORT

None offered

AGENDA ITEM # 8 NEW BUSINESS

President Higuera called for discussion of an annual report. Commissioner Swig requested an update on the Strategic Plan. Commissioner Bautista requested a discussion of how to resolve a continuing graffiti problem at the Ortega Branch Library.

Public comment on Agenda item #8 NEW BUSINESS

An anonymous member of the public commented that an annual report was a good thing for many reasons. This person also commented that moving approval of the meeting minutes to the end of a meeting was an issue of accountability.

The number of members of the public who spoke anonymously at this meeting. 1

Agenda item #9 PUBLIC COMMENT

An anonymous member of the public commented on the topics raised and Commissioner Coulter's response to discussion that had occurred during public comment at a previous meeting. This person suggested that Commissioner Coulter had misunderstood the point of the discussion. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week, that the Library purchase more comfortable furniture including tables to read standing up. Mr. Peter Warfield commented that the furniture was too heavy and tabletops problematic. Mr. Warfield also raised two issues, inquiring concerning the status of the proposed system-wide Support Services Center, and regarding what plans were being considered to create space for books in the branch libraries.

ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned

Public comment on Agenda item #12 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

The meeting was adjourned at 7:19PM.

Michael Housh, Commission Secretary 1/16/02

The number of members of the public who spoke anonymously at this meeting. 1

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Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

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Minutes of the regular Commission Meeting of January 2, 2002

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 1:

Approval of the December 4, 2001 Minutes

"Welcome to the New Year.

As is true with every other minutes this year, the citizen summaries are not on the website. The minutes themselves do not say that they are incomplete. Quite the contrary, they say 'these are the minutes.' The minutes must include citizen summaries and they are not included.

On page two there is a reference to an anonymous citizen welcoming the new deputy city attorney and 'relating an anecdote.' This is not a summary of what was said. There is no indication of a subject, a point or whether it was humorous or not.

On page six there is a statement ascribed to president Higuera that the real cost of improvements that the library might undertake over many years could be less. But the point of Mr. Higuera's comments was that it could be many times more stretched out over the life of the building."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 2:

City Librarian's Report

"It is good to hear from the public service announcements that a wide spectrum of people find that their own history is important and their own passion of various kinds can be encouraged by a good public library.

The mistaken implication that is created by the handling of the RFP is that you are going out of your way to comply with access provisions. I deliver to the secretary before each meeting a formal request for the documents that are distributed to the commission and I did not receive this RFP. Also, copies are not available to the public.

The City Librarian has not reported on the purple Gorilla of library activities over the last few months which has been Supervisor Leland Yee's call for a Citizen Advisory Committee. Let me be the first, since no one has brought it to your attention in any formal way."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 3:

Library 2002/2003 Budget

"This is a complex subject and I don't have the inclination to get into it now. There will be other times and other forums for that later.

The last time this came up I called to your attention the virtue of getting back to basics. This is not it.

This was described as 'strategic.' If this is strategic, what is the strategy? Does it conform to your still unapproved strategic plan? What is the strategy that you are hoping to implement here?

What we see is hundred of thousands of dollars for one time expenditures for new projects, and a flat or declining book budget. That is not the strategy I would have like to have seen."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 4:

Library Commission By-Law Revisions

"I suspect that these bylaws revisions do not accomplish what you hope they accomplish.

The bylaws provide for 10 days notice for bylaw revisions. Formerly, the notice for the bylaw revisions was the agenda itself.

The notice does not include the change in the provision for an annual report. I believe the charter has a requirement of an annual report and this commission once issued an annual report signed by the commissioners and sent it to City Hall as their accomplishment for the year.

I believed this increased accountability and was a hallmark of the fulfillment of your duties. The decommissioning of the annual report has been a great loss to me.

The language regarding minutes has the virtue of reminding you what the law requires, and it may surprise you.

Any change in a regular meeting, by definition, becomes a special meeting, which makes this proposed language ineffective."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 9:

New Business

"I want to commend the Deputy City Attorney for acknowledging the San Francisco Charter's requirement of an annual report. I support it for the reasons you cite, such as it advertises the benefits of the library. Additionally it gives a picture over time of the progress toward your stated goals and the arc of the institution's growth. If it is brought within the scope of the commission, it will give you a chance to set goals and to assess your progress.

I want to address the idea that would have been more appropriate here, namely the idea of moving the minutes to the end of the agenda, despite the recommendation of Robert's Rules of Order and common sense. That is an issue of accountability too.

Both with respect to the annual report and the minutes, accountability is of the essence."

Minutes of the regular Commission Meeting of January 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 2, 2002

Item 10:

Public Comment

"The colloquy under public comment at the last meeting was wonderfully emblematic.

Mr. Regan began by raising the issue of the provision for comfortable chairs and working standing. I addressed the seriously conflicting goals and tactics between a public agency and a money raising group.

Commissioner Coulter in response to both of us said that we should be thankful to the Library Foundation to have a place to sit at all. The assumption was that this was the coup de grace and our ingratitude would shame us into silence forever.

If Mr. Coulter had understood the point he would have realized that he was reinforcing our point, because it is exactly because the Foundation expects gratitude for whatever they provide that gives us uncomfortable chairs.

The benefits of aristocracy do not always hold sway. I will discuss this further under the general title of the Ugly American Syndrome."



FY 2002-03 Budget Planning

January 2, 2002

Recommendation

Approve the Library's \$54.255 million est. budget.

Budget is balanced, responsible, and strategic.

- **Balanced** -- Does not require General Fund subsidy beyond Prop E requirement.
- **Responsible** -- Maintains baseline services within a declining revenue base. Provides money for critical new initiatives.
- **Strategic** -- Most new money programmed for one-time projects. Maintains a prudent reserve in the LPF.

FY 2002-03 PROPOSED BUDGET

Library Preservation Fund	<u>\$53,323,000</u>
Baseline Budget (includes \$1.9 m baseline adjustments)	<u>\$51,303,000</u>
New Initiatives	<u>\$2,020,000</u>
 Fuhrman Trust Fund	 330,000
 Recurring Grants/Gifts	 150,000
 Dept. Children, Youth & Families (DCYF)	 <u>452,000</u>
 TOTAL	 \$54,255,000

Discussion

**10% General Fund
Reductions**

10% REDUCTION GENERAL FUND

Revenue (w/ 10% cut)	\$48,534,000
Reserve Allocation	<u>1,597,000</u>
Total Revenue	\$50,131,000
Proposed Budget	<u>\$53,323,000</u>
VARIANCE (Deficit)	- \$ 3,192,000

10% Reductions	<u>\$3,192,000</u>
Reserve	- \$ 1,532,000
Budget	- \$ 1,660,000

BUDGET REDUCTIONS.

Tool Lending Center	\$ 50,000
Inc. Salary Savings 1.0%	404,267
Mission Bay Librarian	39,000
Branch Telephone Upgrades	140,000
Book Budget 5% Reduction	246,285
Self-Charge Machines	66,000
Branch Telephone Upgrades	140,000
Repro/Translation Svcs	25,000
Reclass Automation Staff	74,000
Microform Machines *	59,000
Public Copying & Printing *	40,000
Branch Maint & Repair	198,344
Computer Replacement	<u>178,000</u>
Total Reductions	\$1,659,896

* Baseline costs to be funded through reallocation.

Mitigating Factors - Use of Reserve

- LPF reserve \$323,000 greater than previously reported.
- Slight increase in current year property tax revenue.
- Current year savings will exceed target.
- \$1.821 million in one-time dollars in 2002-03 budget.
- 2002-03 budgetary savings (historical).
- Improving economy - higher revenue in 2003-04.



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

December 21, 2001

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director

RE: FISCAL YEAR 2002-03 PROPOSED BUDGET RECOMMENDATIONS

At the January 2, 2002 meeting we will present two items. First, we will recommend that the Commission approve the Library's proposed budget for FY 2002-03. The proposed budget is based on the Mayor's revenue estimates for the Library Preservation Fund (LPF); on the Library's revenue estimates for the Fuhrman Trust Fund, State grants, private gifts, and allocations from the Department of Children, Youth, and Families (DCYF); and on the Library's estimates of baseline cost adjustments. As previously discussed with the Commission, the Mayor has directed Departments to base their FY 2002-03 budgets on the same level of revenue budgeted in FY 2001-02 and to absorb MOU salary and fringe increases within those predetermined revenue targets. Our proposed budget meets these requirements.

Secondly, we will present a proposal or plan for budget reductions. This satisfies the Mayor's direction to submit along with the proposed budget, reduction proposals equal to 10% of General Funds received by the Library. This is a discussion item that we will bring back to the Commission in February for action.

In regard to the FY 2002-03 budget we recommend that the Commission approve the budget as proposed. As discussed with the Commission over the last two months, our estimated budget is primarily a baseline budget with approximately \$2.020 million in new spending - most of which (92%) is one-time money. Major one-time expenditures in this budget include:

1. \$600,000 to term-purchase the new Integrated Library System (ILS).
2. \$526,000 to complete the upgrade of the Main Library's wide area network (WAN) and to replace computers and terminals necessary to implement the ILS.
3. \$240,000 for annual Branch Library maintenance and repair projects.
4. \$280,000 to upgrade telephone systems throughout the Branch system.
5. \$59,000 to buy microform machines for the SF History Room and Newspapers & Magazine Center.
6. \$66,000 to buy three self-charge machines for the Mission Branch Library.
7. \$50,000 to support the Tool Lending Center.

Major ongoing or permanent increases to the budget include:

1. \$74,000 to reclassify 6.5 Information System Tech positions to Information Systems Administrator positions.
2. \$39,000 to establish a Librarian II position for the proposed Mission Bay Library. In FY 2002-03 this will be a 6-month hire commencing on January 1, 2003.
3. \$40,000 to cover the cost of public copying and printing services that we previously received as a free service from IKON.
4. \$25,000 to cover the cost of reproduction and translation services that are expected to increase next year.
5. \$3,000 to convert Project Read positions from grant funds to City funds (through reallocation).

Based on our planning estimates, the Library Preservation Fund portion of the budget will be approximately \$53.323 million. This includes about \$51.303 million in baseline expenditures (including an estimated \$1.6 million in MOU salary and fringe adjustments and \$198,000 in annualized personnel costs)¹ and \$2.020 million in enhancements most of which are one-time or non-permanent expenditures.

Does the proposed budget meet all of the Library's needs? The answer is obviously no. As described previously, we completed a process in which each Division Chief prepared and submitted Budget Change Concepts. The concepts, representing public service initiatives considered by the Chiefs and their staffs to be critical, totaled over \$5.6 million in new spending and almost 27 new FTE. The budget as proposed contains an additional \$2.020 million in new spending and less than 1.0 FTE (0.60). Although the estimated budget might not meet everyone's needs or wants, given the poor economy and the revenue constraints we are facing, the budget as proposed is balanced, strategic and responsible.

This recommendation also includes expenditures of approximately \$452,000 from DCYF to support programs targeting disadvantaged and at-risk children, youth, and families; approximately \$150,000 in gift and state grant funds for Project Read; and \$330,000 from the Fuhrman Trust Fund for books and materials related to economics and political science.

In regard to the Fuhrman Trust Fund, the \$330,000 we are recommending is \$180,000 more than we are currently spending and is based on the current condition of that fund which shows an ending balance as of June 30, 2001 of \$1.969 million and revenues of \$348,000. We are recommending this increase as a one-time increase for FY 2002-03. Revenue has performed much better than anticipated since we reduced the allocation in FY 1998-99 from \$350,000 to \$150,000 and a one-time increase is warranted at this time.

In regard to the allocation from DCYF, the \$452,000 is a baseline amount subject to available funding and negotiation with DCYF. We are assuming that we will receive at least as much next year as we receive this year. DCYF funds a large number of programs Citywide, including services provided by community based organizations (CBO's), and we will not know our actual allocation until mid-February or later.

¹ Represents the Library's estimate. The Controller calculates changes in salaries and fringe benefits and posts to the budget.

In regard to grants and gifts funding Project Read we expect the same level of funding from the Friends & Foundation (\$91,000); however, we anticipate a decrease in State adult literacy grant funds in FY 2002-03. In regard to the grant we do not know the reduction at this time.

The Library's estimated budget for FY 2002-03, would be funded² as follows:

SOURCE	2001-02	2002-03	Change
Library Preservation Fund	\$ 51,726,000	\$ 53,323,000	\$ 1,597,000
Dept. Children, Youth, & Families	\$ 452,000	\$ 452,000	\$ -
Fuhrman Trust Fund	\$ 150,000	\$ 330,000	\$ 180,000
Grants & Gifts	\$ 153,000	\$ 150,000	\$ (3,000)
Total	\$ 52,481,000	\$ 54,255,000	\$ 1,774,000

REDUCTION PLANNING

As reported previously, a 10% General Fund reduction based on current revenue estimates totals \$3.192 million. To meet this target, we could spend down the estimated \$1.532 million reserve in the Library Preservation Fund (LPF). Under this proposal, LPF reserve funds would replace General Fund dollars in the budget. This would completely deplete the reserve; however, it would leave a balance of only \$1.660 million left to cut. To make up the balance of the cut, the Library could propose the following reductions. The reductions are presented in priority order – the higher the number the greater the importance. The items below represent most of the new funding initiatives included in the proposed budget.

ORDER	ITEM	AMOUNT
1	Tool Lending Center	\$ 50,000
2	1% Increase in Budgeted Salary Savings	\$ 404,267
3	Mission Bay Librarian	\$ 39,000
4	Branch Telephone System Upgrades	\$ 140,000
5	5% Reduction to Book Budget	\$ 246,285
6	Self Charge Machines (Mission Branch)	\$ 66,000
7	Branch Telephone System Upgrades	\$ 140,000
8	Reproduction/Translation Services	\$ 25,000
9	Reclassify 6.5 Automation Staff positions	\$ 74,000
10	Microform Machines *	\$ 59,000
11	Public Copying and Printing *	\$ 40,000
12	Branch Facilities Maintenance & Repair	\$ 198,344
13	Computer Replacements	\$ 178,000
	TOTAL REDUCTIONS	\$ 1,659,896
	NOTE: Asterisked items would have to be funded through reallocation in order to maintain current service levels.	

² Change in Library Preservation Fund represents allocation from reserve. Leaves a reserve balance of \$1.5 million.

If LPF reserves were not used to offset a potential 10% General Fund reduction, additional program cuts would have to be identified. Cutting beyond the items identified above will likely result in service reductions throughout the system. If a reserve is maintained, items that should be considered for reduction include positions, the book budget, facility maintenance and repair funds, non-essential personal services or consulting contracts, work orders we have with other City Departments for services that may be discretionary, travel, and training. This will result in less public programming, fewer services, fewer circulation materials, and delays in facility maintenance and repair projects. A budget reduction of this magnitude will pose difficult challenges for staff and the public. The challenge for the Commission and the Library will be to maintain within a reduced revenue base, a level of service and programming that meets the requirements of Proposition E.

Also attached are tables that describe the estimated budget. We look forward to discussing this with you in more detail on January 2nd. If you have any questions prior to the meeting please call me at (415) 554-4248.

	MAIN	BRANCH	TECHN. SERVICE	EMBO	PUBLIC AFFAIRS	AUTOMATION	OPERATIONS	ADMIN	DCYF	CHILDREN'S BASELINE	Total
Salaries	\$ 3,954,625	\$ 9,339,949	\$ 2,702,681	\$ 611,849	\$ 700,964	\$ 983,788	\$ 3,562,814	\$ 1,402,089	\$ 331,827	\$ 3,930,550	\$ 33,493,235
Fringe Benefits	\$ 2,250,114	\$ 2,454,389	\$ 705,374	\$ 154,469	\$ 183,752	\$ 226,578	\$ 979,210	\$ 332,278	\$ 84,443	\$ 1,005,300	\$ 8,375,908
Non-Personal Services	\$ 93,300	\$ 304,352	\$ 318,950	\$ 640	\$ 85,000	\$ 363,720	\$ 537,111	\$ 243,473	-	\$ 61,544	\$ 2,009,100
Materials & Supplies	\$ 109,076	\$ 160,496	\$ 87,185	\$ 6,500	\$ 26,700	\$ 214,144	\$ 529,128	\$ 19,500	\$ 500	\$ 19,634	\$ 1,172,863
Books & Materials	-	-	-	\$ 4,455,149	-	-	-	-	\$ 22,830	\$ 800,563	\$ 5,278,542
Equipment	\$ 59,000	\$ 66,000	-	-	-	-	-	-	-	-	\$ 1,255,769
Facilities Maintenance Proj.	-	-	-	-	-	\$ 1,126,000	\$ 4,769	-	-	-	-
Services Other Departments	-	\$ 280,000	-	-	-	-	\$ 240,000	-	-	-	\$ 520,000
Cost Recovery	-	-	-	-	\$ 52,210	\$ 408,383	\$ 1,021,994	\$ 643,910	\$ 12,300	\$ 4,960	\$ 2,142,757
TOTAL OPERATIONS	\$ 12,466,115	\$ 12,605,186	\$ 3,814,190	\$ 5,228,607	\$ 1,048,626	\$ 3,302,423	\$ 6,875,026	\$ 2,640,250	\$ 452,000	\$ 5,822,551	\$ 54,255,174

[TO BE DETERMINED]

Branch Bond Program

TOTAL CAPITAL PRG

TOTAL BUDGET

Lib Preservation Fund	\$ 21,401,425
General Fund	\$ 31,921,575
Fuhrman Trust Fund	\$ 330,000
Grants & Gifts	\$ 150,000
DOC/F	\$ 452,000
Total	\$ 4,255,000
Less Recovery	\$ (452,000)
Net Total Revenue	\$53,803,000

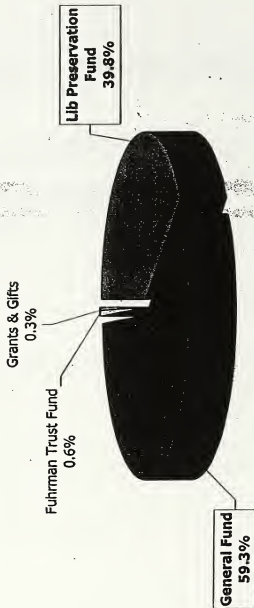
General Fund	
GF Transfer	\$ 24,132,236
Children's Baseline	\$ 5,822,551
Library Revenue	\$ 634,982
State Grant (PLF)	\$ 1,331,806
Total	\$ 31,921,575

Library Preservation Fund	
Estimated Revenue	\$ 19,783,883
Fund Balance	\$ 1,617,542
	\$ 21,401,425

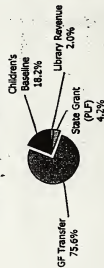
Other Funds	
Fuhrman Trust Fund	\$ 330,000
Grants & Gifts	\$ 150,000
	\$ 480,000

GF Required per Prop E	\$ 31,921,575
GF Appropriated	\$ 31,921,575
GF Subsidy	\$

BUDGET BY SOURCE OF FUNDS Operating Budget



GENERAL FUND BY SOURCE



PROPOSITION E (LRF) BY SOURCE

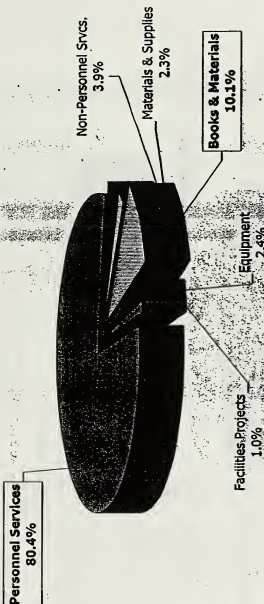


CATEGORIES OF EXPENSE

Operating Budget

Salaries	\$ 33,501,235
Fringe Benefits	\$ 8,375,908
	\$ 41,877,143
Personnel Services	\$ 41,877,143
Non-Personnel Svcs.	\$ 2,008,100
Materials & Supplies	\$ 1,172,863
Books & Materials	\$ 5,278,542
Equipment	\$ 1,357,769
Facilities Projects	\$ 520,000
Svcs Other Depts.	\$ 2,152,757
TOTAL	\$ 54,255,174
Less Interdept'l Recovery	\$ -
NET TOTAL	\$ 54,255,174

(Note: Total includes DCYF expend.)



Personnel Services



Main Library	\$ 12,466,115
Branch Libraries	\$ 12,605,186
Techn Svcs	\$ 3,814,190
Information Rsrc Mgt.	\$ 5,228,607
Public Affairs	\$ 1,048,626
Automation Svcs	\$ 3,302,623
Operations	\$ 6,875,026
Administration	\$ 2,640,250
Childrens Programs	\$ 6,274,551
TOTAL	\$ 54,255,174
Less Interdept'l Recovery	\$ -
NET TOTAL	\$ 54,255,174

(Note: Total includes DCYF expend.)

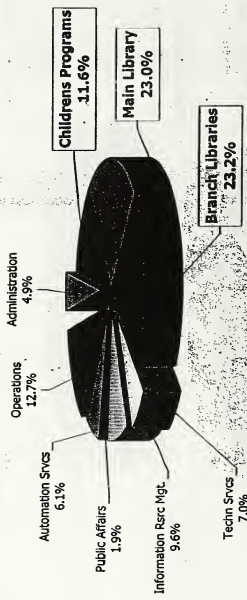
Public Services	\$ 36,574,458
Public Service Support	\$ 15,040,465
Administration	\$ 2,640,250
Total	\$ 54,255,174

Public Services
Main
Branch
Information Rsrc Mgt.
Proposition J
DCYF

Public Service Support
Technical Services
Automation Services
Operations
Public Affairs

Administration
City Librarian's Office
Finance Office
Human Resources Office

BUDGET BY PROGRAM Operating Budget



PERCENT OF BUDGET



Main Library	184.09
Branch Libraries	178.01
Techn Svc	48.75
IRMO	10.07
Public Affairs	13.03
Automation	13.03
Operations	71.45
Admin	21.23
Childrens Programs	22.26
Total	612.42

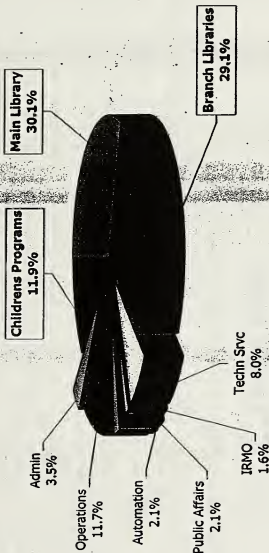
Public Service	444.93
Public Service Support	146.26
Administration	21.23
Total	612.42

Public Services	
Main	
Branch	
Information Resrc Mgt.	
Proposition J	
MOCYF	

Public Service Support	
Technical Services	
Automation Services	
Operations	
Public Affairs	

Administration	
City Librarian's Office	
Finance Office	
Human Resources Office	

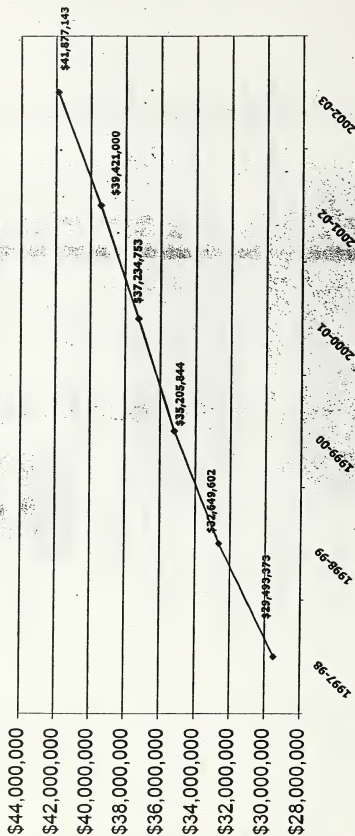
FTE BY PROGRAM Operating Budget



Percent of FTE

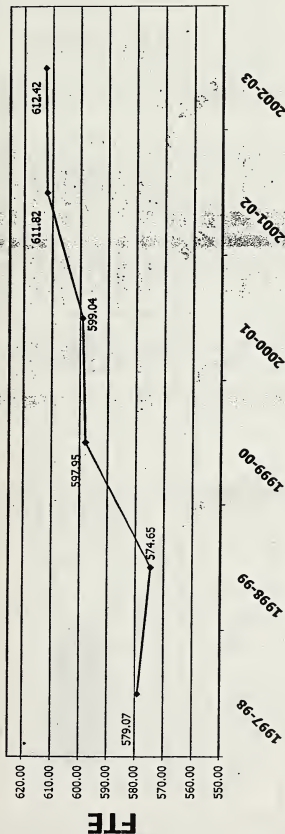


PERSONNEL SERVICES (Salaries & Fringe Benefits)

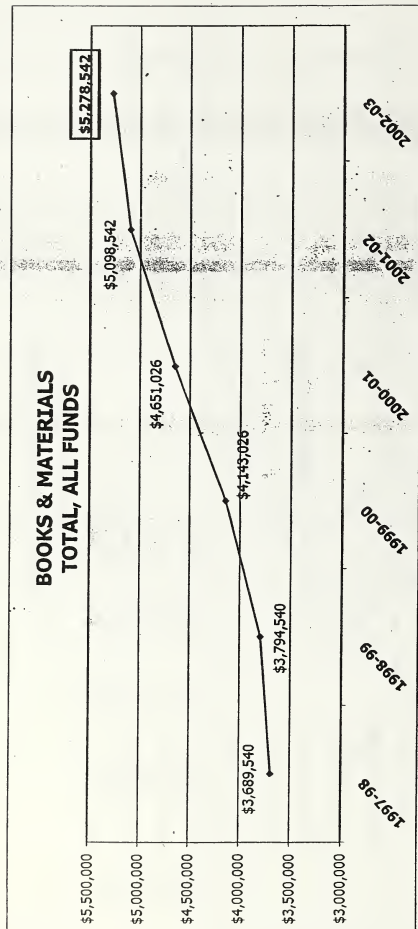


Fiscal Year	Amount	Change	Annual %	Total %
1997-98	\$ 29,493,373	\$ -	0.00%	0.00%
1998-99	\$ 32,649,602	\$ 3,156,229	10.70%	10.70%
1999-00	\$ 35,205,844	\$ 2,556,242	7.83%	19.37%
2000-01	\$ 37,234,753	\$ 2,028,909	5.76%	26.25%
2001-02	\$ 39,421,000	\$ 2,186,247	5.87%	33.66%
2002-03	\$ 41,877,143	\$ 2,456,143	6.23%	41.99%
	\$ 11,383,770			
Average	\$ 2,476,754		7.28%	

BUDGETED FTE BY FISCAL YEAR



Fiscal Year	Total FTE	Change	Annual %	Total %
1997-98	579.07	0.00	0.00%	
1998-99	574.65	-4.42	-0.76%	-0.76%
1999-00	597.95	23.30	4.05%	3.26%
2000-01	599.04	1.09	0.18%	3.45%
2001-02	611.82	12.78	2.13%	5.66%
2002-03	612.42	0.60	0.10%	5.76%
Average		6.67	1.14%	



FY 2000-01 Book Budget by Source



Fiscal Year	Budgeted Amount	Annual \$ Change	Total % Change
1997-98	\$3,689,540		
1998-99	\$3,794,540	\$ 105,000	2.8%
1999-00	\$4,143,026	\$ 348,486	12.3%
2000-01	\$4,651,026	\$ 508,000	26.1%
2001-02	\$5,098,542	\$ 447,516	38.2%
2002-03	\$5,278,542	\$ 180,000	43.1%

NOTE: Reflects amounts originally appropriated in each fiscal year.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION BYLAWS

ARTICLE I - Identification

Section 1: Name

The San Francisco Public Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Unless the Board of Supervisors decides to enact an ordinance that provides for compensation of Commissioners in accordance with Section A8.400 of the San Francisco Charter, Commissioners shall serve without compensation. Commissioners, as officers of the City and County of San Francisco, shall be entitled to health benefits in accordance with Section A8.420 of the Charter.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission meetings constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission meetings, whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission. The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency Committees as requested.

At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors.

In the absence of the President, the Vice-president shall act. The Vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and shall report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and any Ad-Hoc Committee and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues within the Commission's jurisdiction. An Ad-Hoc Committee established to nominate commission officers may not consider one of its own members for nomination.

Section 2: Committee Quorum

A majority of the members of a committee is a quorum. A committee may act through the majority of the quorum.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business," except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may elicit considerable public comment, the presiding officer may, at his sole discretion, ask those who desire to speak to sign up on a sheet provided by the Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statutes and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Commission meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance. (See S.F. Admin. Code §67.16 (Minutes). Minutes of a meeting shall be approved, whenever practicable, at the next meeting of the body.

Section 4. Regular Meetings

Regular meetings of the Library Commission shall be held on the first Tuesday of each month and on the third Thursday of each month in the Koret Auditorium of the Main Library at 4:00 p.m. or at such other date, time, and/or place as the Commission may, by resolution or motion, designate. A change in the date, time, and/or place of Commission meetings shall not require an amendment of these Bylaws. Regular Meetings and/or Special Meetings may be held at other places, dates or times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of performance or dismissal of department head or Commission secretary; or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney.

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

BY _____

Catharine S. Barnes
Deputy City Attorney

Amended 04/02/96

Correction 08/06/96

Amended 11/05/96

Amended 12/02/96

Amended 03/24/97

Amended 05/06/97

Amended 04/07/98

Amended 01/02/02

M. Housh



DOCUMENTS DEPT.

JAN 11 2002

SAN FRANCISCO
PUBLIC LIBRARY*San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING*

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Thursday, January 17, 2002
 TIME: 4:00 PM
 PLACE: Koret Auditorium, lower level
 Main Library, Civic Center

AGENDA:

1. APPROVAL OF THE DECEMBER 20, 2001 MINUTES ACTION
 Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of December 20, 2001.
 Explanatory document: draft minutes
2. COMMISSION MEETINGS SCHEDULE ACTION
 Presentation of, discussion of, and possible action to approve a schedule of dates for the regular Commission Meetings for 2002.
 Explanatory document: draft meetings schedule
4. DEPARTMENT OF THE ENVIRONMENT REPORT DISCUSSION
 Presentation on and discussion of a report by the Department of the Environment on the green building ordinance and how it relates to the Branch Library Improvement Program
5. BOND PROGRAM MANAGER'S REPORT DISCUSSION
 (This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
 This report will consist of an update on the bond schedule and budget, plans for the next bond sale, a status report on active projects and community outreach, a report on the appointment of members to the Bond Program Advisory Committee and the Bond Program Financial Advisory Committee, an update on the Library Planner RFQ, presentation of the Branch Facilities Plan, and planning for library services and collections.
5. PROJECT RESERVE ACTION
 Presentation of and discussion of and possible action to create a budget reserve for the Branch Library Bond Program.

/02

illie L. Brown, Jr.
 ayor

Charles A. Higuera, A.L.A.
 esident

Carol Steiman
 ce President

elen Marte Bautista
 onnie K. Chin
 even A. Coulter
 an A. Streets
 rian W. Swig
 mmissioners

san Hildreth
 y Librarian

Michael Housh
 mmission Secretary



- | | | |
|----|--|------------|
| 6. | ART ENRICHMENT RESERVE
Presentation and discussion of and possible action on a proposal to create an art enrichment reserve in the Branch Library Bond Program to facilitate the art enrichment program for the branch libraries. | ACTION |
| 7. | PUBLIC REVIEW PROCESS
Presentation and discussion of and possible action to adopt a public review process for Prop. A Branch Library Construction and Improvement Bond Program projects. | ACTION |
| 8. | PUBLIC COMMENT
(This item to allow members of the public to comment on matters within the commission's purview as well as introduce new agenda for the commission's consideration.) | DISCUSSION |
| 9. | ADJOURNMENT (motion and public comment required) | ACTION |

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at <http://sfpl.lib.ca.us/>. 1/10/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

MICHAEL HOUSH, COMMISSION SECRETARY

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE
(proposed 1/17/02)**

First Tuesday of the Month, 4:00 PM

February 5, March 5, April 2, May 7, June 4,
July 2, August 6, September 3, October 1,
and December 3, 2002.

First Wednesday of the Month, 4:00 PM

January 2*, 2002
November 6**, 2002.

Third Thursday of the Month 4:00PM

January 17, February 21, March 21, April 18,
May 16, June 20, July 18, August 15,
September 19, October 17, November 21,
and December 19, 2002.

* As the January 1st New Year's Day Holiday falls on the first Tuesday of 2002, the regular Commission meeting will be held on the 1st Wednesday.

**The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
11/8/01



DRAFT

San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.

FEB 20 2002

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, January 17, 2002.

The San Francisco Public Library Commission held a special meeting called by the Commission President on Thursday, January 17, 2002 in the Koret Auditorium, Main Library.

SAN FRANCISCO
PUBLIC LIBRARY

The meeting was called to order at 4:10 PM by President Higuera who noted that this meeting was a regular meeting of the Commission rather than a special meeting as noted in the agenda.

The following members were noted present: Commissioners Bautista, Chin, Higuera, and Steiman. Commissioner Streets and Swig were excused attendance.

President Higuera announced that the order of taking up agenda items would be changed taking Item #3 the Department of the Environment Report first, secondly Item #4 would be heard, thirdly item #7, fourthly item #5, fifth item #6, sixth item #1, seventh would be item #2, and items 8 and 9 would be taken as listed.

Commissioner Coulter joined the meeting at 4:21 PM.

AGENDA ITEM #3 DEPARTMENT OF THE ENVIRONMENT REPORT

Deputy City Librarian Paul Underwood introduced Mr. Mark Palmer, Green Building Coordinator for the Department of the Environment, who then presented a highly detailed overview of the city's "Green Buildings" program (copy attached).

PUBLIC COMMENT ON AGENDA ITEM #3 DEPARTMENT OF THE ENVIRONMENT REPORT

An anonymous member of the public commented that the explanatory documents were not clear. This individual noted that while green buildings were important this person was concerned about the partnering involved, observing that such could be either symbiotic or parasitic. Mr. Ed Regan disagreed with some points in the presentation, noting his opposition to the replacement of Laguna Honda Hospital and commenting that water should be used rather than saved. Mr. Peter Warfield expressed concern that with the re-ordering of the agenda and the lack of availability of materials prior to the meeting that the issues were difficult to follow. Mr. Warfield requested that materials to be presented be made available to the public in advance.

COMMISSION COMMENT ON AGENDA ITEM #3 DEPARTMENT OF THE ENVIRONMENT REPORT

Commissioner Bautista pointed out the importance and value of using solar power resources

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on as many of the library's facilities as possible. President Higuera called his fellow Commissioners' attention to the requirement that all new city buildings be energy efficient, and that the Branch Bond Program should try to maximize environmental sensitivity and energy efficiency of all of the projects. In response to questions by Vice President Steiman and Commissioner Chin, Mr. Palmer explained the criteria for solar power sites and, while noting that there could be some up front costs, pointed out the significant long-term cost savings of such facilities. Mr. Palmer additionally described the various categories of environmental recognition awards such as LEED Silver for various projects and noted the benefits of life cycle budgeting that includes operational savings credits when figuring construction costs. Mr. Palmer additionally called attention to having a LEED accredited professional advising on the design and construction of the library projects to maximize potential benefits and identify cost savings.

AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

Ms. Marilyn Thompson, Branch Bond Program Manager gave an extensive report (copy attached) on recent bond program activities. Ms. Thompson recapped the Bond program Budget and Schedule and reported to the Commissioners likely changes related to creation of a Bond Program Reserve and an Art Enrichment Fund. The Bond Program Manager also informed the Commissioners that the 1st Quarterly Bond Program Report would come out in February and proposed to outline a likely Prop. 14 (State Library Bond) strategy at an upcoming meeting. Ms. Thompson discussed the second bond sale of \$30 million proposed for the Fall of 2002 noting that the authorization process should be taken up in February. Ms. Thompson then gave a brief overview of projects. The City Librarian reported to the Commission on appointments to the Branch Library Bond Program advisory committees. Next Donna Corbeil, Chief of Branches outlined planning for branch library collections and services.

Commissioner Bautista left the meeting at 5:21PM.

PUBLIC COMMENT ON AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public expressed satisfaction with the detailed report but observed that it had not been properly described in the agenda. This individual further commented that the report was difficult to read, although they were glad of the detail reported. Mr. Ed Regan found the presentation fine and suggested that planning for new furnishings include provision for tables that allowed one to read standing. Mr. Peter Warfield commented that the type used in the report was too small, and expressed concern that as he had not received the documents in advance, understanding the great deal of material included was difficult. Mr. Warfield inquired as to where changes in various elements of the program would be identified and noted that the Systemwide Services Center seemed to now be a stand-alone facility. Mr. Warfield also commented that creation of space for books was not stated and that books could be cut.

COMMISSION COMMENT ON AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

President Higuera observed that these reports offered a framework to develop a back

The number of members of the public who spoke anonymously at this meeting. 1

-ground understanding of all of the various issues that would be involved in the Branch Bond Program. President Higuera noted in particular that the Branch Facilities Plan was just a guideline and that design professionals would do detailed physical surveys for each project using the previous survey information as a basis for their work. In response to questions by President Higuera, Ms. Corbell noted that planning for future collection development would begin with a detailed inventory and review of the use of the existing collections. Deputy City Librarian Paul Underwood continued that each branch collection would be developed with careful consideration of the types of materials requested and used by its community. Mr. Underwood noted that extensive efforts would be made to gather neighborhood and community input into what materials were wanted branch collections.

AGENDA ITEM #7 PUBLIC REVIEW PROCESS

Marilyn Thompson, Bond Program Manager made a presentation of the outline of the proposed Public Review Process for Branch Library Bond Program projects (copy attached).

PUBLIC COMMENT ON AGENDA ITEM #7 PUBLIC REVIEW PROCESS

An anonymous member of the public found the presentation encouraging, noting its strong recognition of the importance of process. This person encouraged the Commissioners to seek, obtain, and listen to public input at every juncture of the process. Mr. Warfield commented that for the Commission to adopt this plan would be a disservice to the public as there had not been opportunity to review it before it was considered for approval. Mr. Warfield commented that he was glad of the planning but that it had been done without serious review. Mr. Warfield commented that all of the proposed public comment was being taken from selected publics and that there was a lack of open public comment. Mr. Warfield also questioned where open public comment would be sought, and concerning the specific details of the proposed forums. Mr. Warfield suggested that it would be helpful to document all public comment.

COMMISSION COMMENT ON AGENDA ITEM #7 PUBLIC REVIEW PROCESS

Vice President Steiman suggested that special outreach be made to neighborhood associations and groups such as the PTA that already had extensive community contacts and could facilitate neighborhood participation in Branch Bond Program projects. In response to expressions of concern with the lack of specifically set monthly project reports by Vice President Steiman, President Higuera suggested that the model used in the oversight of the new Oceanview Branch Library might be considered for Bond Program projects. Vice President Steiman requested that public comments be brought to the Commission. President Higuera noted that this proposed process described the minimum outreach goals, that more would be sought, and that it could be modified if the needs of a specific project or the experience of carrying out Bond Program projects indicated changes were needed. President Higuera then discussed his concerns with maintaining a very high standard of design excellence on all of the Branch Library Bond Program projects. The Bond program Manager proposed to bring a discussion of design issues to the Commission at a February meeting.

Commission

Chin expressed her support for gathering greater input and making the materials available for review.

MOTION: by Vice President Steiman, seconded by Commissioner Coulter for approval of the proposed public review process.

Vice President Steiman requested that regular reports be made to the Commission concerning public input on proposed Branch Library Bond Program projects.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

AGENDA ITEM #5 BOND PROJECTS RESERVE

Ms. Marilyn Thompson, the Bond Program Manager, outlined a proposal that sufficient funds be reserved from the various Bond Program projects to create an overall program reserve of \$5,557,400 or 5% of the Bond Program Budget. Ms. Thompson suggested this would be a prudent reasonable funding reserve to address changes and unforeseen costs that could arise during the course of the design and construction of the branch libraries. Deputy City Librarian Paul Underwood then discussed how a library staff task force would be reviewing and considering various options to address any relocation costs that might be needed during the course of the Branch Library Bond program.

PUBLIC COMMENT ON AGENDA ITEM #5 BOND PROJECTS RESERVE

An anonymous member of the public noted the importance of maintaining budget reserves and expressed strong feeling concerning interim relocations of library services. This person commented that service interruptions and reductions were serious issues and that the Board of Supervisors was on record against this. This individual noted that relocations were expensive and highly political. Mr. Peter Warfield commented that he believed it prudent in general to provide for contingencies, but that he had not had sufficient time to consider this proposal that he noted took funds from each project. Mr. Warfield commented that this took 5% from each branch before the projects even began and that there had not been consideration if \$5 million was enough.

COMMISSION COMMENT ON AGENDA ITEM #5 BOND PROJECTS RESERVE

Commissioner Coulter observed that he did not want appropriate funding for Brooks Hall to be overlooked in the planning. In response to a question by Vice President Steiman, the Deputy City Librarian reported that any funds left over after completion of bond projects could be applied the needs of the remaining projects in the Bond Program or used for enhancements as was done at the Oceanview Branch Library. President Higuera pointed out that the Commission intended to do its best to make sure that bond funds were carefully expended to get the best projects possible for the funds available.

MOTION: by Vice President Steiman, seconded by Commissioner Chin for approval of the creation of the proposed 5% Bond Projects Reserve.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

AGENDA ITEM #6 ART ENRICHMENT RESERVE

Marilyn Thompson, Bond Program Manager, outlined a proposal to consolidate the allocation of funds set aside for art enrichment in the Branch Library Bond Program in order to better facilitate the creation of meaningful and attractive works of art. Ms. Thompson suggested that by consolidating these funds more than \$300,000 would be made available to create art works for new libraries and Richmond Branch in the Bond Program. Ms. Thompson noted that using just the very small amounts dedicated for this purpose for each of several small projects would not allow for the creation of any meaningful art work, but a consolidated amount would make sufficient funds available to support an Art Enrichment Program to provide for the Bond Projects. Ms. Thompson noted that this approach had the support of the Arts Commission.

PUBLIC COMMENT ON AGENDA ITEM #6 ART ENRICHMENT RESERVE

An anonymous member of the public commented that they were glad of the questions raised about this approach, noting the City mandate an art budget for all new construction and major renovation projects. This person commented that this requirement provides for creation of fine art in the public arena. This anonymous member of the public suggested that this approach could mean that some neighborhoods could get a larger share of the money for art and some less. This individual commented that this might not be legally allowed and would be very politically sensitive. Mr. Ed Regan opposed creation of the art fund suggesting that there were greater needs for books and more hours at branch libraries.

COMMISSION COMMENT ON AGENDA ITEM #6 ART ENRICHMENT RESERVE

In response to questions by President Higuera, Ms. Thompson clarified that the details and specific allocations for these art enrichment projects would be outlined in a detailed Memorandum of Understanding between the Library and the Arts Commission that would be brought to the Commission for its review and approval. In response to questions by Commissioner Chin, Ms. Thompson discussed how the Art Enrichment Reserve could be used to make sure that each new branch library and Richmond Branch received a least one significant work of art. Commissioner Chin noted that art can be both costly and less so and suggested that ways be considered to involve kids in providing art for branch libraries. Ms. Thompson proposed that a plan for the Art Enrichment Program would be brought to the Commission for its review and approval at an upcoming meeting.

MOTION: by Commissioner Chin, seconded by Commissioner Coulter for approval of the creation of the proposed Art Enrichment Reserve.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 20, 2001

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

PUBLIC COMMENT ON AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 20, 2001

An anonymous member of the public expressed appreciation that the explanatory document for the Minutes was available and called attention to the fact that the public comment summary statements were not posted on the Library's website as required. This individual also commented that they had discovered that 6 of the 18 copies of the Minutes deposited in the City Archives in some cases also lacked inclusion of the public comment summary statements, a fact that was attributed to the Archives receiving multiple copies of the Minutes and not checking that they were retaining the most complete copies when discarding duplicates. This person also found the Minutes over summarized discussion rather than reporting it. Mr. Ed Regan found that his comments had been accurately reported. Mr. Peter Warfield commented that the Commission was failing to follow Roberts Rules of Order to take old business later in a meeting, and found that the Minutes contained inaccuracies in what was said. Mr. Warfield pointed to instances in which his reported comments were not reported as they were intended or that entire comments or events that occurred were omitted.

COMMISSION COMMENT ON AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 20, 2001

MOTION: by Vice President Steiman, seconded by Commissioner Chin for approval of the Minutes of December 20, 2001.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

AGENDA ITEM #2 COMMISSION MEETING SCHEDULE FOR 2002.

The Commission Secretary outlined the proposed schedule of regular meetings for 2002. The Secretary called the Commissioners attention to the unfortunate fact that due to having received mistaken information a meeting of the Commission was proposed for March 5th, Primary Election Day, contrary to previous practice.

PUBLIC COMMENT ON AGENDA ITEM #2 COMMISSION MEETING SCHEDULE FOR 2002.

An anonymous member of the public commented that he had not seen the proposed schedule of meetings and questioned if they had been noticed. This individual also expressed concern that the Commission would meet on Election Day, noting that it had previously not done so. Mr. Ed Regan echoed concerns of the previous speaker but recommended approval of the proposed schedule. Mr. Regan also requested that meeting notices be mailed out. Mr. Peter Warfield urged the Commissioners to begin their meetings later in the day and not to meet on Election Day.

MOTION: by Commissioner Coulter, seconded by Vice President Steiman for approval of the proposed meeting schedule for 2002.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

The number of members of the public who spoke anonymously at this meeting. 1

Agenda item #8 PUBLIC COMMENT

An anonymous member of the public regretted the loss of a New Business item on the meeting agenda and then discussed their views concerning The Ugly American. This anonymous member of the public commented that this popularization of academic theory fictionalized about the damage done by people who think they are good and demonstrated that values are not related to money. Mr. Ed Regan requested expanded public service hours for the Main Library and all branches from 6AM until Midnight seven days a week. Mr. Regan additionally requested installation of an exterior fire escape on the Main Library and manually operated elevators.

Agenda Item #9 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Chin that the meeting be adjourned.

Public comment on Agenda item #9 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

The meeting was adjourned at 6:53PM.

Michael Housh, Commission Secretary 2/13/02

The number of members of the public who spoke anonymously at this meeting. 1

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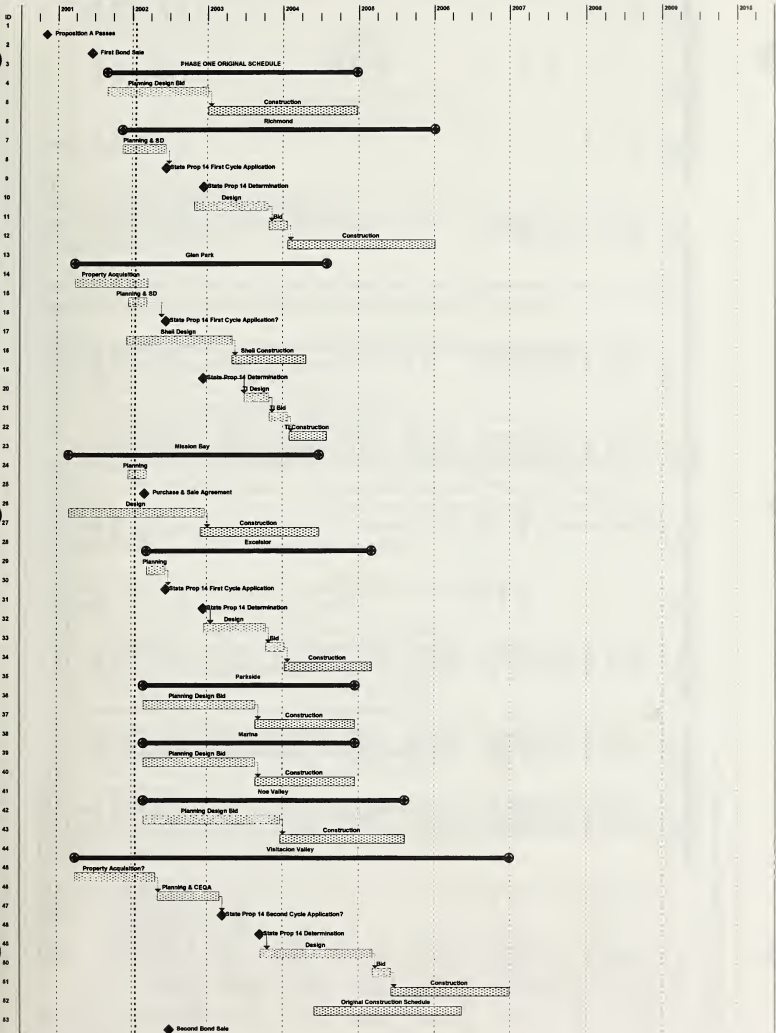
Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1



CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
January 11, 2002

BUDGET			FUND STRATEGY			REVENUE			FUND STATUS			EXPENDITURES/ENCUMBRANCES			
JOA Branch #	Balance Budget (100%)	Approved Budget (120%)	City Prop A Bonds	State Prop. 14	Other Sources	Total All Sources	Total	Appropriated	Reserve	Total Available	Budget 31-Dec-01 A	Actual 31-Dec-01 B	Balance 31-Dec-01 A-B		
Phase 0 Projects															
GP 7514A Gen Park	1,770,000	3,420,000	3,420,000			3,420,000	3,420,000	1,336,000		1,336,000	1,770,000		1,770,000		
IN 7516A Ingleside	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000	1,770,000		1,770,000	1,770,000		1,770,000		
PL 7519A Portola	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000	1,770,000		1,770,000	1,770,000		1,770,000		
VV 7521A Visitation Valley	2,090,000	2,090,000	2,090,000			2,090,000	2,090,000	2,090,000		2,090,000	2,090,000		2,090,000		
SC 7523A Support Services / Books	7,400,000	8,058,000	8,058,000			8,058,000	0	8,866,000		8,866,000	3,540,000		3,540,000		
Phase 1 Projects															
EX 7525A Excelsior	3,820,000	3,820,000	3,820,000			3,820,000	3,820,000	730,000		730,000	730,000		730,000		
MA 7510A Manna	4,110,000	4,110,000	4,110,000			4,110,000	4,110,000	760,000		760,000	1,770,000		1,770,000		
MA 7510B Manna	3,350,000	3,350,000	3,350,000			3,350,000	3,350,000	3,840,000		3,840,000	50,000		50,000		
NV 7511A Nor Valley	4,410,000	4,410,000	4,410,000			4,410,000	4,410,000	840,000		840,000	50,000		50,000		
NV 7511A Nor Valley	4,410,000	4,410,000	4,410,000			4,410,000	4,410,000	840,000		840,000	50,000		50,000		
PS 7512A Parkside	2,860,000	2,860,000	2,860,000			2,860,000	2,860,000	550,000		550,000	74,990		72,129		
RI 7513A Richmond	7,630,000	7,630,000	7,630,000			7,630,000	7,630,000	2,400,000		2,400,000	2,400,000		2,400,000		
GP 7515A Gen Park	2,800,000	1,270,000	1,270,000		2,400,000 (2)	1,270,000	1,270,000	620,000		620,000	74,990		72,129		
GP 7515A Gen Park	2,800,000	1,270,000	1,270,000		2,400,000	1,270,000	1,270,000	620,000		620,000	74,990		72,129		
VV 7522A Visitation Valley	3,230,000	730,000	730,000		2,500,000	730,000	730,000	215,000		215,000	124,990		52,861		
SC 7524A Support Services / Books	9,060,000	9,060,000	9,060,000			9,060,000	9,060,000	8,918,000		8,918,000	124,990		72,129		
SC 7524A SUBTOTAL	41,710,000	28,660,000	28,660,000		7,500,000	2,400,000	38,760,000	8,918,000	0	8,918,000	124,990		52,861		
Phase 2 Projects															
IN 7517A Ingliside	2,800,000	2,800,000	2,800,000			2,800,000	2,800,000	0		0	0		0		
PL 7520A Porcila	2,800,000	2,800,000	2,800,000			2,800,000	2,800,000	0		0	0		0		
NB 7525A North Beach	3,460,000	3,460,000	3,460,000			3,460,000	3,460,000	0		0	0		0		
SS 7527A Summit	1,480,000	1,480,000	1,480,000			1,480,000	1,480,000	15,000		15,000	0		0		
WP 7528A West Portal	4,110,000	4,110,000	4,110,000			4,110,000	4,110,000	0		0	0		0		
WP 7528A SUBTOTAL	14,660,000	14,660,000	14,660,000			14,660,000	14,660,000	15,000		15,000	0		0		
Phase 3 Projects															
BL 7529A Bayview	3,820,000	3,820,000	3,820,000			3,820,000	3,820,000	3,820,000		3,820,000	0		0		
EV 7530A Evans Valley	4,580,000	4,580,000	4,580,000			4,580,000	4,580,000	0		0	0		0		
OR 7531A Ortega	3,560,000	3,560,000	1,060,000	2,500,000		3,560,000	3,560,000	70,000		70,000	0		0		
WA 7532A Western Addition	3,430,000	3,430,000	3,430,000			3,430,000	3,430,000	0		0	0		0		
WA 7532A SUBTOTAL	13,390,000	13,390,000	12,890,000			13,390,000	13,390,000	70,000		70,000	0		0		
Phase 4 Projects															
AZ 7523A Arza	4,740,000	4,740,000	4,740,000			4,740,000	4,740,000	0		0	0		0		
BE 7524A Bernal Heights	5,350,000	5,350,000	5,350,000			5,350,000	5,350,000	0		0	0		0		
GG 7435A Golden Gate Valley	5,340,000	5,340,000	5,340,000			5,340,000	5,340,000	50,000		50,000	0		0		
PT 7536A Portero	4,230,000	4,230,000	4,230,000			4,230,000	4,230,000	0		0	0		0		
PT 7536A SUBTOTAL	19,660,000	19,660,000	18,660,000		0	18,660,000	18,660,000	50,000		50,000	0		0		
Phase 5 Projects															
ME 7527A Mercer	4,200,000	4,200,000	4,200,000			4,200,000	4,200,000	0		0	0		0		
PK 7528A Park	1,310,000	1,310,000	1,310,000			1,310,000	1,310,000	0		0	0		0		
PD 7529A Presidio	1,530,000	1,530,000	1,530,000			1,530,000	1,530,000	15,000		15,000	0		0		
PD 7529A SUBTOTAL	7,040,000	7,040,000	7,040,000		0	7,040,000	7,040,000	15,000		15,000	0		0		
Program-Wide															
LM 7501A Library Mgmt & Consultants	800,000	800,000	800,000			800,000	800,000	300,000		300,000	300,000		300,000		
GS 7500A Program Consultants	750,000	750,000	750,000			750,000	750,000	300,000		300,000	64,415		235,585		
GS 7500A Program Consultants	3,750,000	3,750,000	3,750,000			3,750,000	3,750,000	610,000		610,000	43,660		566,640		
RE 7502A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7502A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7503A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7504A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7505A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7506A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7507A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7508A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7509A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7510A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7511A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7512A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7513A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7514A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7515A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7516A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7517A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7518A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7519A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7520A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7521A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7522A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7523A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7524A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7525A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7526A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7527A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7528A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7529A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7530A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7531A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7532A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7533A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7534A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7535A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7536A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7537A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7538A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE 7539A Real Estate Dept	120,000	120,000	120,000			120,000	120,000	120,000		120,000	120,000		120,000		
RE															



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian *SH*
Re: Bond Program Committees Status Report
Date: January 17, 2002

Invitations to committees were issued in December. Many appointments have been made and I will be doing follow-up work on pending appointments this month.

Branch Library Improvement Program Financial Oversight Committee

The following appointments have been made:

Catharine Barnes, City Attorney
Tina Olson, Department of Public Works
Peg Stevenson, Office of the Controller
Jay Banfield, Office of the Treasurer

Appointments are pending from the Board of Supervisors, Mayor's Budget Office and Mayor's Office of Public Finance. A representative from the Office of the Budget Analyst was requested, but because this office provides impartial analysis on bond sales and other City matters, Mr. Harvey Rose determined that it would be a potential conflict of interest to have a representative on this committee.

Branch Library Improvement Program Advisory Committee

The following appointments have been made:

Chet Roaman, Council of Neighborhood Libraries
Alex Tourk, Department of Neighborhood Services
Harlan Kelly, Department of Public Works
Gary Hoy, Department of Recreation and Parks
Glen Ramiskey, Friends and Foundation of SFPL
Kieu-Anh King, Mayor's Budget Office
Bridget Mejia, San Francisco Youth Commission
Harry Mar, SFPL Accessibility Advisory Panel
Ann Dalton, SFUSD

Appointments are pending from the Board of Supervisors, Commission on Aging, Landmarks Preservation Advisory Board, Planning Department, Senior Action Network and SFPL Teen Advisory Committee.

I anticipate that all appointments will be made very soon and initial meetings will take place in February or March.

Library Commission

January 17, 2002

2002 Meeting Schedule Bond Meetings Third Thursdays

- | | |
|------------|-----------|
| • Jan 17 | • July 18 |
| • Feb 21 | • Aug 15 |
| • March 21 | • Sept 19 |
| • April 18 | • Oct 17 |
| • May 16 | • Nov 21 |
| • June 20 | • Dec 18 |

Informational Presentation

Mark Palmer,
Department of the Environment,
on Resource Efficient Building Ordinance

Budget Report

- Recap:

10-10-01 Baseline Budget created \$1.675m reserve

12-20-01 Glen Park revisions reduced reserve to \$1.587m

12-20-01 reviewed Mission Bay which may reduce reserve to
\$961.9k

TODAY- Recommendation to increase Reserve

TODAY- Recommendation to create Art Enrichment fund

Budget Report

- Announce Quarterly Financial Report-
available February 1, data thru 12/31/01:

Table of Contents

Executive Summary

Budget Reports

Schedule

Project Status Reports

- Budget Report Structure
- Current Approved Budget

Budget Structure- Rows

Level 2- Phase

Phase Zero (property acquisitions)

Phase One (9/01 start)

Phase Two (6/02 start)

Phase Three (6/04 start)

Phase Four (6/05 start)

Phase Five (1/07 start)

Level 3- Branch

Excelsior

Marina

...

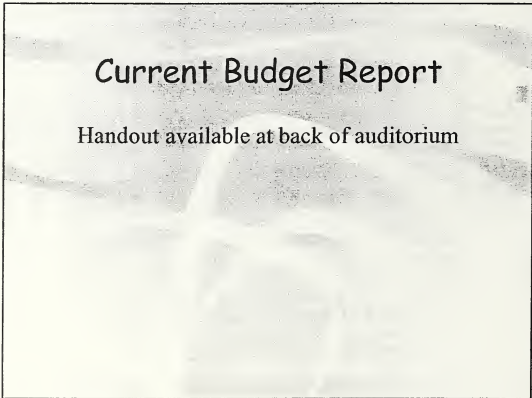
Level 4- Category

Hard Costs

Soft Costs

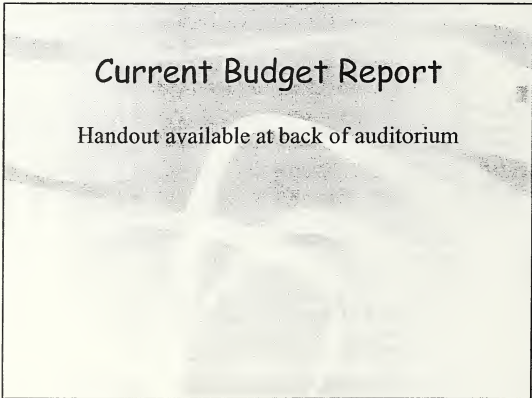
FF&E

Reloc & Moving

[illegible]A black and white photograph of a sailboat on a body of water, serving as the background for the slide. The boat is a sailboat with a single mast and a large sail, positioned in the lower half of the frame. The water is calm, and the background is slightly blurred.

Current Budget Report

Handout available at back of auditorium

A black and white photograph of a sailboat on a body of water, serving as the background for the slide. The boat is a sailboat with a single mast and a large sail, positioned in the lower half of the frame. The water is calm, and the background is slightly blurred.

Current Budget Report

Handout available at back of auditorium

Schedule Report

- Recap:
 - 10-10-01 Baseline Schedule
 - 12-20-01 Glen Park moved up
 - TODAY- detailed Phase 1 schedule
 - TODAY- detailed Phase 2 schedule

Schedule Report

- Review- Phase 1 Detailed Schedule
Handout available at back of auditorium
- Review- Phases 2-5 Detailed Schedule
Handout available at back of auditorium

Second Bond Sale

- Requesting approval to include in FY 02-03 Budget at Library Commission February 5
- \$30 million (detail will be presented 2/5)
- Appropriation to be put on Controller's Reserve
- Bond Sale to occur in Fall '02
- Obtain Controller's release from Reserve

Active Projects Reports

- Richmond Branch Library
- Glen Park Branch Library
- Mission Bay Branch Library
- Excelsior Branch Library
- Support Services Facility

Community Outreach Update

- Library sponsored meetings:
 - 1/31 Council of Neighborhood Libraries
 - 2/12 after Glen Park Neighborhood Association
 - 2/23 Richmond Community Meeting
- Library invited as guest:
 - 1/29 Richmond Interfaith Breakfast
 - 3/11 North Beach Neighbors, Directors Meeting

Advisory Groups

- | | |
|------------------------------|---------------------------------|
| • Program Advisory Committee | • Financial Oversight Committee |
| Reported to Commission | Reported to Commission |
| Invitations extended | Invitations extended |
| Some members appointed | Some members appointed |

Handout available at back of auditorium

Library Planner RFQ

- **Qualifications**

As required by State Librarian for Prop. 14 Applications:

Masters of Library Science or equal

Five library projects in 10 years, as consultant or employee

- **Civil Service Commission approval**

Discussion with Local 790

Calendar in February

- **Publicly advertise**

www.sfgov.org/purchaser

Branch Facilities Plan

- **Draft issued September 4**

- **Present final report today**

- **Available to the Public**

Hard copies available at cost of printing

Reference copies distributed to Branches & Main

Entire Report to be posted on the Web

Branch Facilities Plan

- Includes:

System-wide community surveys & needs analysis
Identifies service areas & system-wide service needs
Functional description of spaces & adjacencies
Facility by facility physical surveys
Design guidelines for architecture & engineering
Budget & Schedule analysis

Foundation for planning & programming of individual branch
library renovations!

Planning for Services & Collections

Presentation by Donna Corbeil,
Chief of Branches

Planning Library Collections and Services

- Component of the Planning Phase
- Typical duration 1 to 3 months
- Culmination in Library Building Program

Data Gathering

1. Involve the community, residents, local organizations, library users & nonusers
2. Collect community demographic or population information
3. Analyze library data – statistics on the use of collections and services & size of sub-collections
4. Identify physical limitations of space

1. Community Involvement & Staff Participation

- Surveys (users and non-users)
- Community meetings
Library staff attends events or meetings sponsored by community groups
- Interview stakeholders- schools, community organizations, other agencies
- Analyze data

2. Population data

- Community characteristics: age, ethnicity, languages spoken at home, income and education
- Major businesses and places of employment
- Identify community gathering places

3. Library data

- Use patterns – visits, programs, % of items checked out by specific collection types
- Inventory of current spaces - including collections & reader seats
- Shelving configuration
- Other services

4. Physical space

- Accessible
- Safe
- Functional
- Attractive
- Flexible
- Defined space

Library Program

- Community needs assessment
- Library services plan
- General requirements of the building
- Spatial relationships
- Description of spaces, square foot recommendations & a narrative description of each

Proposed Public Review Process for Branch Library Improvement Design & Construction

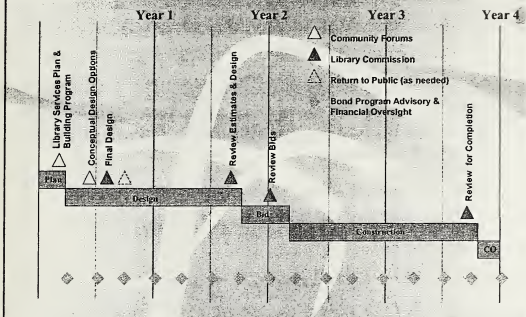
In addition to Mandated Public Processes

- CEQA / NEPA / Zoning (includes LPAB)
- Art Enrichment Program
- Civic Design Review
- Rec / Park & SFUSD Properties
- Property Acquisitions
- Bond Sales & Appropriations
- Public Contracting & Procurement

In addition to Oversight Ordinance

- Quarterly Financial Plans
- Bond Program Advisory Committee
- Financial Oversight Committee
- Monthly Library Commission

Map of Public Process (COMPLEX PROJECT)



Planning Phase

Community Forum Library Services Plan & Building Program

- What is presented
 - Description of library services, programs, collections
 - Adjacency diagrams
 - Square Feet allocations
 - May include Bubble Diagrams
- What happens
 - Obtain Public Input & Comment

Design Phase

Community Forum Conceptual Design

- **What is presented**
 - Diagrams & sketches
 - Rough order of magnitude estimates
 - Multiple options with pros & cons
 - Responses to previous public meeting comments
- **What happens**
 - Obtain Public Input & Comment

Design Phase

Library Commission Schematic Design

- **What is presented**
 - Drawings: Floor Plans, Elevations, Site Plan
 - Model (optional)
 - Responses to previous public meeting comments
- **What happens**
 - Obtain Public Input & Comment
 - Review final design selection & give direction for development of design
 - Determine if return visit & additional public comment is needed

Design Phase

Library Commission Construction Documents

- What is presented
 - Detailed drawings
 - Specifications
 - Cost estimate
 - Responses to previous public meeting comments
- What happens
 - Obtain Public Input & Comment
 - Review appropriateness to issue for bid

Bid Phase

Library Commission After Bid Opening

- What is presented
 - Tabulation of Bids
- What happens
 - Obtain Public Input & Comment
 - Review appropriateness to award

Construction Phase

Library Commission At Substantial Completion

- What is presented
 - Summary Reports on Progress, Change Orders, Payments
 - Summary Report on Punchlist Items (outstanding work)
 - Status of Project Budget & Schedule
- What happens
 - Obtain Public Input & Comment
 - Review appropriateness to Close Out construction contract
 - Review allocation of any remaining funds

Handout

Project Reserve Increase

- Review "Coping with Budget Revisions"
- Current approved Budget
Reserve = \$1,587,000
- Allow for Mission Bay
Reduces Reserve to \$961,900
- Increase remaining reserve
Prudent- half of anticipated \$10 million from State
Remove 5% from each project before design starts

Coping with Budget Revisions

- Establish Program Reserve ✓ PROPOSED INCREASE
- Manage Project Contingencies ✓ ONGOING
- Revise scope of work
- Schedule work sooner or phase work
- Reduce cost or eliminate some interim relocations ✓ IN PROCESS
- Savings realized from completed projects

Proposed Increase to Program Reserve

Excelsior	3,825,000	(191,000)
Marina	4,110,000	(205,500)
Mission Bay	3,975,100	
Noe Valley	4,410,000	(220,500)
Parkside	2,880,000	(144,000)
Richmond	7,630,000	(381,500)
Glen Park	4,698,000	
Visitation Valley	5,320,000	(161,500)
Support Services	9,080,000	(454,000)
Inglewood	4,570,000	(140,000)
Portola	4,570,000	(140,000)
North Beach	3,460,000	(173,000)
Sunset	1,490,000	(74,500)
West Portal	4,110,000	(205,500)
Bayview	3,820,000	(191,000)
Eureka Valley	4,580,000	(229,000)
Ortega	3,560,000	(178,000)
Western Addition	3,430,000	(171,500)
Anza	4,740,000	(237,000)
Bernal Heights	5,350,000	(267,500)
Golden Gate Valley	5,340,000	(267,000)
Potrero	4,230,000	(211,500)
Merced	4,200,000	(210,000)
Park	1,310,000	(65,500)
Presidio	1,530,000	(76,500)
Program Services	5,270,000	
Relocation & Moving	4,320,000	
Furniture & Equipment	15,000,000	
Bond Financing	1,500,000	
Program Reserve	961,900	

Handout available at back of auditorium

5% reductions

5,557,400 Recommended Reserve

Art Enrichment Fund

- Create fund under Program wide Budget
- Reserve funds for Art Enrichment projects at new construction & major renovations
- Allowable under Section 3.19 of the Administrative Code
- Name "Art Enrichment Fund"
- 2% of applicable construction costs (tbd)
- If Departments agree (MOU) & funds allow (yes)

City and County of San Francisco **GREEN BUILDING PROGRAM**

January 17, 2002



San Francisco Public Library



SF Environment



**GLOBAL
GREEN**

A Definition

“Green building” is a process to create buildings and supporting infrastructure that minimize the use of resources, reduce harmful effects on the environment, and create healthier environments for people.”



Green Design Process

To be most successful, green building strategies should be incorporated into all phases of the project—from programming & budgeting to design & construction to commissioning, operating & maintenance.

- Collaboration from beginning of the project
- Multi-disciplinary design teams
- Commitment from all parties
- Integrated/systems approach
- Life-cycle costing & life-cycle materials analysis (long-term perspective)



Green Building Components

- **SUSTAINABLE SITE:** selection, planning, landscaping
- **WATER EFFICIENCY:** wastewater, irrigation
- **ENERGY / ATMOSPHERE:** efficiency, clean / renewable energy, no CFCs / HCFCs
- **MATERIALS / RESOURCES:** solid waste reduction, materials reuse, recycling
- **INDOOR ENVIRONMENTAL QUALITY:** IAQ, daylighting, thermal comfort/control



Environmental Impacts of

Conventional Building

- 40% of annual US energy use
- 30% of CO₂ production
- 40% of ozone depletion
- 35% of municipal solid waste
- 30% of wood and raw materials use
- 25% of water use
- 30%+ of buildings have poor indoor air quality (and most people spend about 90% of their time indoors)



Environmental Benefits

of Green Building

- Air, soil, and water quality (health) improvements
- Reductions in emissions of greenhouse gases (primary cause of climate change) and CFCs / HCFCs (major cause of ozone-layer depletion)
- Reductions in energy and water use, natural resource extraction, and solid waste generation



Other Benefits of Green Building

- Lower Construction & Operating Costs
 - Reduced waste disposal costs
 - Reduced materials use
 - Reduced water & energy utility costs
 - Reduced maintenance & replacement costs (greater durability of materials)
- Better Working Environment (air / light)
 - Improved occupant health & comfort = higher productivity, less absenteeism, and reduced insurance costs & liability risk



Investment / Payback

It pays to protect workers' health and well-being.

Owner / employer costs over 30 years:

2% for construction

6% for operations and maintenance

92% for labor

Enhancing daylighting and providing clean indoor air can make occupants at least 6% more productive (RMI / DOE study: \$400K/year savings in labor costs) and can reduce absenteeism by 45% (Verifone Corp).



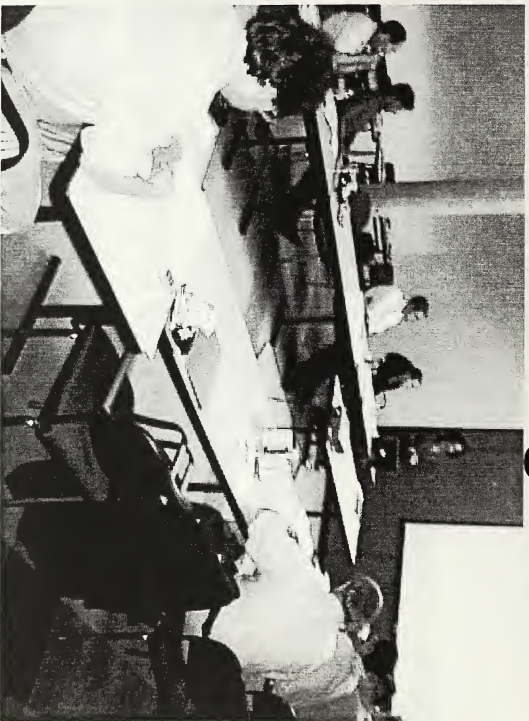
SF's Resource-Efficient Building Ordinance

1999--Established the Green Building Program

- Green Building Design Training Program
- Instituted mandatory green building measures for all new and major renovation projects for City-owned or -leased facilities
- 10 Green Building Pilot Projects



Green Building Design Training



City of
San Francisco
GREEN BUILDING PROGRAM
Howard Wong

has successfully completed the requirements for the
Green Building Program Training Certificate

Date: _____



Willie Brown
Mayor

Jared Blumenthal
Director SF Environment



REB Ordinance

Requirements

- Water Conservation: Low-flow toilets and showerheads
- Energy Efficiency: Lights, exit signs, timers and sensors
- Indoor Air Quality: Moisture prevention, IAQ maintenance plans
- Recycling: Fluorescent lamp recycling, collection and storage space for recyclables
- Site Waste Management: Construction and demolition debris reuse/recycling plans



Green Building Pilot Projects

1. EcoCenter and Department of Environment offices
2. Moscone West Convention Center Expansion (C&D waste recycling)
3. West End Pavilion, Golden Gate Park
4. Visitacion Valley Clubhouse
5. 525 Golden Gate Office Building
6. Laguna Honda Hospital
7. California Academy of Science
8. Islais Creek Muni Maintenance. & Operations Facility
9. Golden Gate Park Concourse Underground Parking
10. 23rd & Treat St. Park



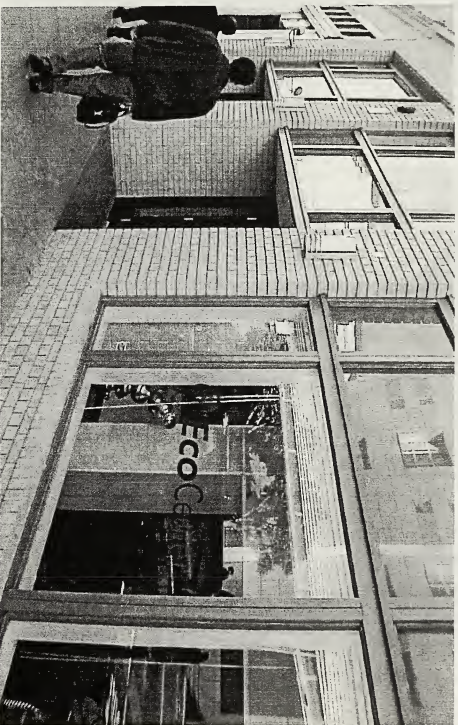
SF Environment



Don't miss our 10th anniversary Party



SF Environment's EcoCenter



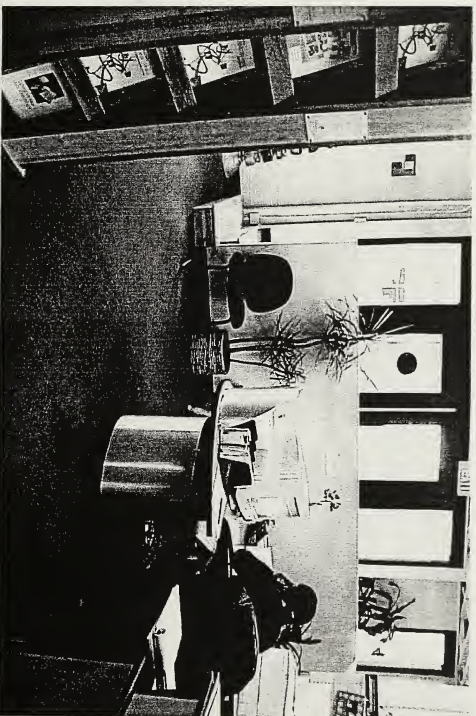
SF Environment



EcoCenter



EcoCenter

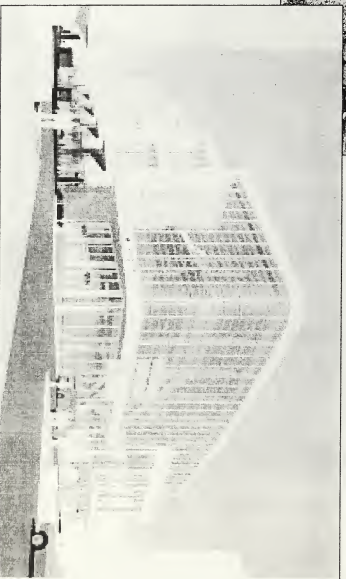
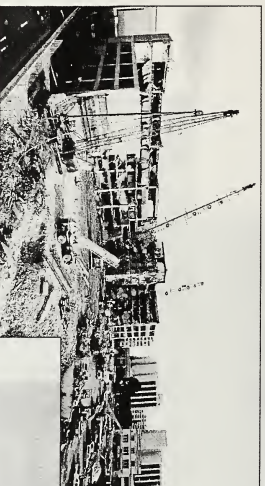


SF Environment

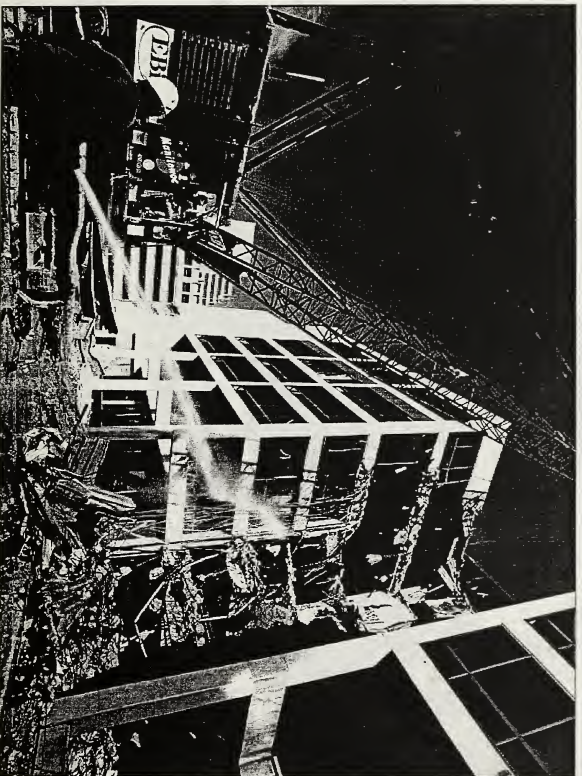


Moscone West Convention

Center

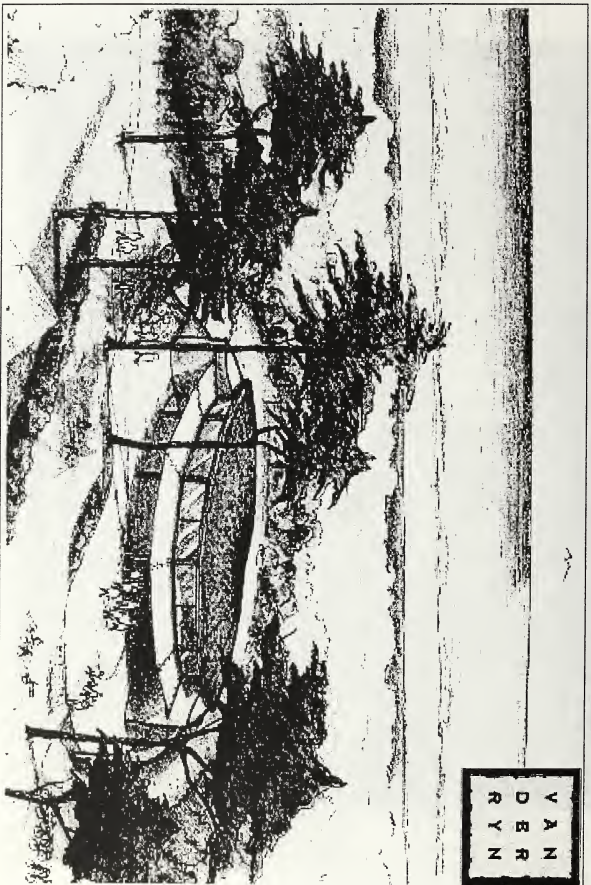


Moscone West Convention Center

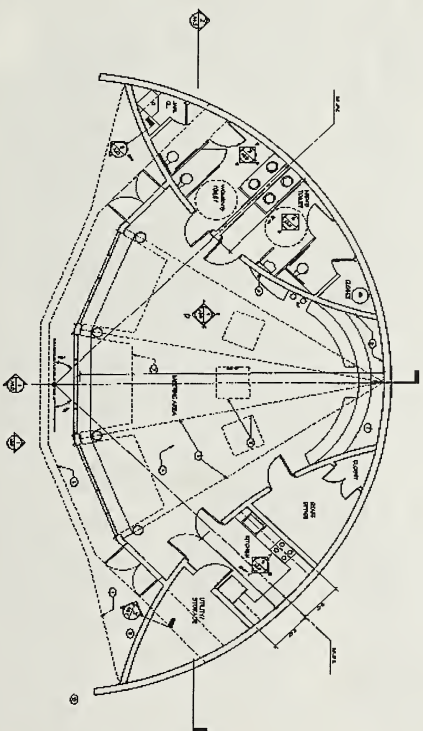


West End Pavilion

VAN
DER
RYN



West End Pavilion

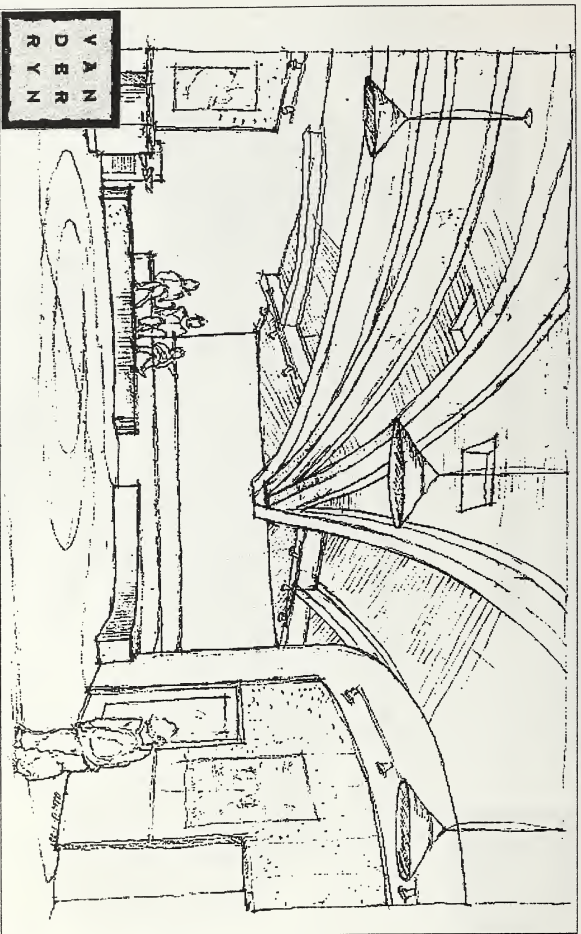


- WEST END PAVILION
- 1. REST ROOM
 - 2. TOILET
 - 3. CLOSET
 - 4. BOILER ROOM
 - 5. KITCHEN
 - 6. DINING ROOM
 - 7. LIVING ROOM
 - 8. STAIR
 - 9. PATIO
- DESIGNED BY: J. VAN DYKE
 DRAWN BY: J. VAN DYKE
 SCALE: 1/4" = 1'-0"

VAN
DYKE



West End Pavilion



Visitacion Valley Clubhouse



New City Administrative Office Building 525 Golden Gate Avenue

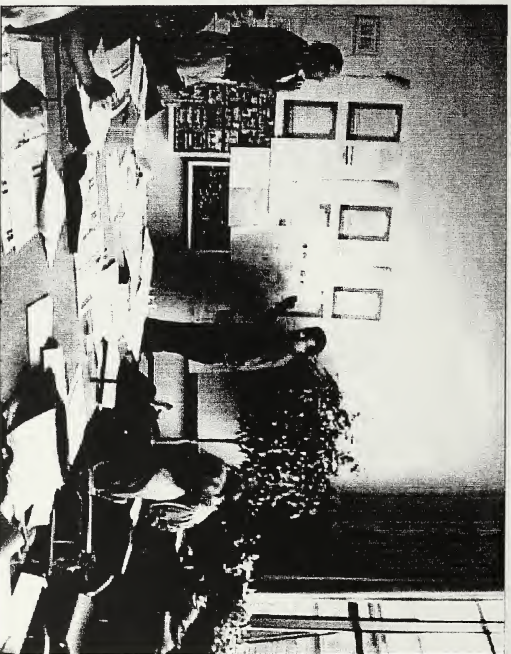


Collaborative Goal Setting



Multi-disciplinary Design

Process



ARUP



DPW/BOA

SOHA

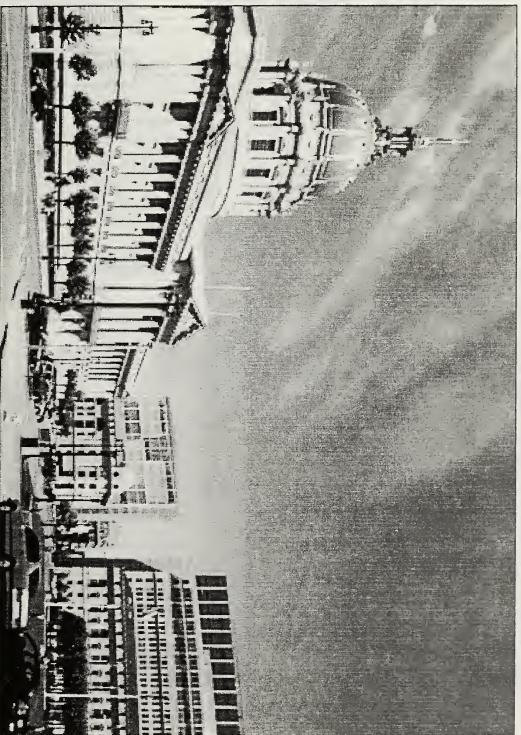
ANTONIA BAVA
LANDSCAPE
ARCHITECTS

Davis Langdon & Seah International

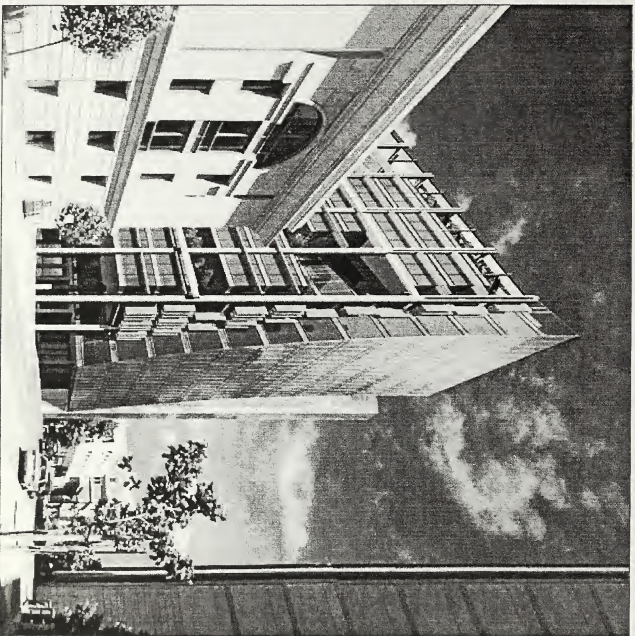
TOM ELIOT FISCH



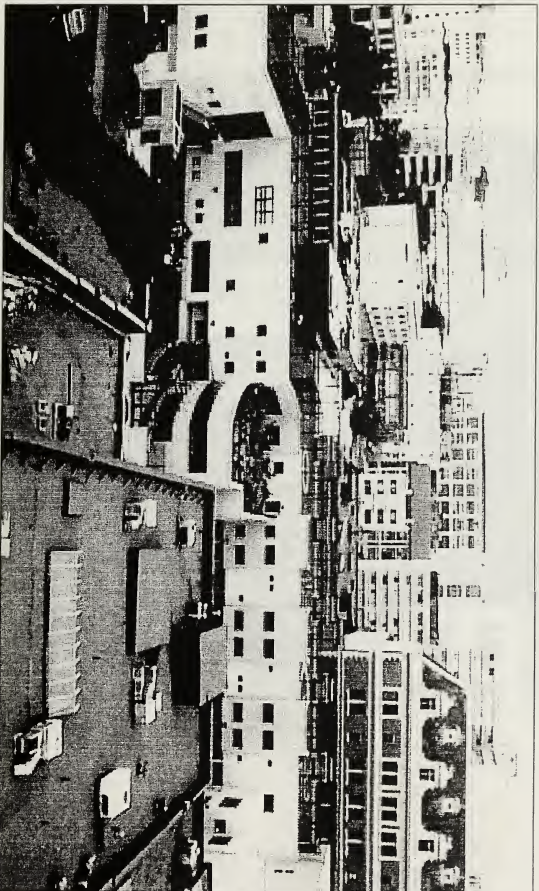
525 Golden Gate Avenue



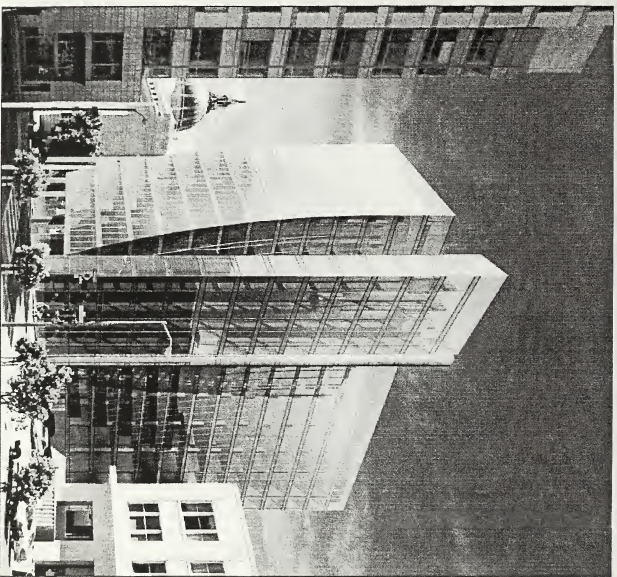
525 Golden Gate Avenue



525 Golden Gate Avenue Tenderloin Elementary School



525 Golden Gate Avenue



**SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE
(adopted 1/17/02)**

First Tuesday of the Month, 4:00 PM

February 5, March 5, April 2, May 7, June 4,
July 2, August 6, September 3, October 1,
and December 3, 2002.

First Wednesday of the Month, 4:00 PM

January 2*, 2002
November 6**, 2002.

Third Thursday of the Month 4:00PM

January 17, February 21, March 21, April 18,
May 16, June 20, July 18, August 15,
September 19, October 17, November 21,
and December 19, 2002.

* As the January 1st New Year's Day Holiday falls on the first Tuesday of 2002, the regular Commission meeting will be held on the 1st Wednesday.

**The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
1/22/02



FEB 28 2002

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, January 17, 2002 (As approved amended February 21, 2002).
The San Francisco Public Library Commission held a regular meeting called by the Commission President on Thursday, January 17, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:10 PM by President Higuera who noted that this meeting was a regular meeting of the Commission rather than a special meeting as noted in the agenda.

The following members were noted present: Commissioners Bautista, Chin, Higuera, and Steiman. Commissioner Streets and Swig were excused attendance.

President Higuera announced that the order of taking up agenda items would be changed taking Item #3 the Department of the Environment Report first, secondly Item #4 would be heard, thirdly item #7, fourthly item #5, fifth item #6, sixth item #1, seventh would be item #2, and items 8 and 9 would be taken as listed.

Commissioner Coulter joined the meeting at 4:21PM.

AGENDA ITEM #3 DEPARTMENT OF THE ENVIRONMENT REPORT

Deputy City Librarian Paul Underwood introduced Mr. Mark Palmer, Green Building Coordinator for the Department of the Environment, who then presented a highly detailed overview of the city's "Green Buildings" program (copy attached).

PUBLIC COMMENT ON AGENDA ITEM #3 DEPARTMENT OF THE ENVIRONMENT REPORT

An anonymous member of the public commented that the explanatory documents were not clear. This individual noted that while green buildings were important this person was concerned about the partnering involved, observing that such could be either symbiotic or parasitic. Mr. Ed Regan disagreed with some points in the presentation, noting his opposition to the replacement of Laguna Honda Hospital and commenting that water should be used rather than saved. Mr. Peter Warfield expressed concern that with the re-ordering of the agenda and the lack of availability of materials prior to the meeting that the issues were difficult to follow. Mr. Warfield requested that materials to be presented be made available to the public in advance.

COMMISSION COMMENT ON AGENDA ITEM #3 DEPARTMENT OF THE ENVIRONMENT REPORT

Commissioner Bautista pointed out the importance and value of using solar power resources

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on as many of the library's facilities as possible. President Higuera called his fellow Commissioners' attention to the requirement that all new city buildings be energy efficient, and that the Branch Bond Program should try to maximize environmental sensitivity and energy efficiency of all of the projects. In response to questions by Vice President Steiman and Commissioner Chin, Mr. Palmer explained the criteria for solar power sites and, while noting that there could be some up front costs, pointed out the significant long-term cost savings of such facilities. Mr. Palmer additionally described the various categories of environmental recognition awards such as LEED Silver for various projects and noted the benefits of life cycle budgeting that includes operational savings credits when figuring construction costs. Mr. Palmer additionally called attention to having a LEED accredited professional advising on the design and construction of the library projects to maximize potential benefits and identify cost savings.

AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

Ms. Marilyn Thompson, Branch Bond Program Manager gave an extensive report (copy attached) on recent bond program activities. Ms. Thompson recapped the Bond program Budget and Schedule and reported to the Commissioners likely changes related to creation of a Bond Program Reserve and an Art Enrichment Fund. The Bond Program Manager also informed the Commissioners that the 1st Quarterly Bond Program Report would come out in February and proposed to outline a likely Prop. 14 (State Library Bond) strategy at an upcoming meeting. Ms. Thompson discussed the second bond sale of \$30 million proposed for the Fall of 2002 noting that the authorization process should be taken up in February. Ms. Thompson then gave a brief overview of projects. The City Librarian reported to the Commission on appointments to the Branch Library Bond Program advisory committees. Next Donna Corbeil, Chief of Branches outlined planning for branch library collections and services.

Commissioner Bautista left the meeting at 5:21PM.

PUBLIC COMMENT ON AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public expressed satisfaction with the detailed report but observed that it had not been properly described in the agenda. This individual further commented that the report was difficult to read, although they were glad of the detail reported. Mr. Ed Regan found the presentation fine and suggested that planning for new furnishings include provision for tables that allowed one to read standing. Mr. Peter Warfield commented that the type used in the report was too small, and expressed concern that as he had not received the documents in advance, understanding the great deal of material included was difficult. Mr. Warfield inquired as to where changes in various elements of the program would be identified and noted that the Systemwide Services Center seemed to now be a stand-alone facility. Mr. Warfield also commented that creation of space for books was not stated and that books could be cut.

COMMISSION COMMENT ON AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

President Higuera observed that these reports offered a framework to develop a back

The number of members of the public who spoke anonymously at this meeting. 1

-ground understanding of all of the various issues that would be involved in the Branch Bond Program. President Higuera noted in particular that the Branch Facilities Plan was just a guideline and that design professionals would do detailed physical surveys for each project using the previous survey information as a basis for their work. In response to questions by President Higuera, Ms. Corbell noted that planning for future collection development would begin with a detailed inventory and review of the use of the existing collections. Deputy City Librarian Paul Underwood continued that each branch collection would be developed with careful consideration of the types of materials requested and used by its community. Mr. Underwood noted that extensive efforts would be made to gather neighborhood and community input into what materials were wanted branch collections.

AGENDA ITEM #7 PUBLIC REVIEW PROCESS

Marilyn Thompson, Bond Program Manager made a presentation of the outline of the proposed Public Review Process for Branch Library Bond Program projects (copy attached).

PUBLIC COMMENT ON AGENDA ITEM #7 PUBLIC REVIEW PROCESS

An anonymous member of the public found the presentation encouraging, noting its strong recognition of the importance of process. This person encouraged the Commissioners to seek, obtain, and listen to public input at every juncture of the process. Mr. Warfield commented that for the Commission to adopt this plan would be a disservice to the public as there had not been opportunity to review it before it was considered for approval. Mr. Warfield commented that he was glad of the planning but that it had been done without serious review. Mr. Warfield commented that all of the proposed public comment was being taken from selected publics and that there was a lack of open public comment. Mr. Warfield also questioned where open public comment would be sought, and concerning the specific details of the proposed forums. Mr. Warfield suggested that it would be helpful to document all public comment.

COMMISSION COMMENT ON AGENDA ITEM #7 PUBLIC REVIEW PROCESS

Vice President Steiman suggested that special outreach be made to neighborhood associations and groups such as the PTA that already had extensive community contacts and could facilitate neighborhood participation in Branch Bond Program projects. In response to expressions of concern with the lack of specifically set monthly project reports by Vice President Steiman, President Higuera suggested that the model used in the oversight of the new Oceanview Branch Library might be considered for Bond Program projects. Vice President Steiman requested that public comments be brought to the Commission. President Higuera noted that this proposed process described the minimum outreach goals, that more would be sought, and that it could be modified if the needs of a specific project or the experience of carrying out Bond Program projects indicated changes were needed. President Higuera then discussed his concerns with maintaining a very high standard of design excellence on all of the Branch Library Bond Program projects. The Bond program Manager proposed to bring a discussion of design issues to the Commission at a February meeting.

Commission

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Chin expressed her support for gathering greater input and making the materials available for review.

MOTION: by Vice President Steiman, seconded by Commissioner Coulter for approval of the proposed public review process.

Vice President Steiman requested that regular reports be made to the Commission concerning public input on proposed Branch Library Bond Program projects.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

AGENDA ITEM #5 BOND PROJECTS RESERVE

Ms. Marilyn Thompson, the Bond Program Manager, outlined a proposal that sufficient funds be reserved from the various Bond Program projects to create an overall program reserve of \$5,557,400 or 5% of the Bond Program Budget. Ms. Thompson suggested this would be a prudent reasonable funding reserve to address changes and unforeseen costs that could arise during the course of the design and construction of the branch libraries. Deputy City Librarian Paul Underwood then discussed how a library staff task force would be reviewing and considering various options to address any relocation costs that might be needed during the course of the Branch Library Bond program.

PUBLIC COMMENT ON AGENDA ITEM #5 BOND PROJECTS RESERVE

An anonymous member of the public noted the importance of maintaining budget reserves and expressed strong feeling concerning interim relocations of library services. This person commented that service interruptions and reductions were serious issues and that the Board of Supervisors was on record against this. This individual noted that relocations were expensive and highly political. Mr. Peter Warfield commented that he believed it prudent in general to provide for contingencies, but that he had not had sufficient time to consider this proposal that he noted took funds from each project. Mr. Warfield commented that this took 5% from each branch before the projects even began and that there had not been consideration if \$5 million was enough.

COMMISSION COMMENT ON AGENDA ITEM #5 BOND PROJECTS RESERVE

Commissioner Coulter observed that he did not want appropriate funding for Brooks Hall to be overlooked in the planning. In response to a question by Vice President Steiman, the Deputy City Librarian reported that any funds left over after completion of bond projects could be applied the needs of the remaining projects in the Bond Program or used for enhancements as was done at the Oceanview Branch Library. President Higuera pointed out that the Commission intended to do its best to make sure that bond funds were carefully expended to get the best projects possible for the funds available.

MOTION: by Vice President Steiman, seconded by Commissioner Chin for approval of the creation of the proposed 5% Bond Projects Reserve.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

AGENDA ITEM #6 ART ENRICHMENT RESERVE

Marilyn Thompson, Bond Program Manager, outlined a proposal to consolidate the allocation of funds set aside for art enrichment in the Branch Library Bond Program in order to better facilitate the creation of meaningful and attractive works of art. Ms. Thompson suggested that by consolidating these funds more than \$300,000 would be made available to create art works for new libraries and Richmond Branch in the Bond Program. Ms. Thompson noted that using just the very small amounts dedicated for this purpose for each of several small projects would not allow for the creation of any meaningful art work, but a consolidated amount would make sufficient funds available to support an Art Enrichment Program to provide for the Bond Projects. Ms. Thompson noted that this approach had the support of the Arts Commission.

PUBLIC COMMENT ON AGENDA ITEM #6 ART ENRICHMENT RESERVE

An anonymous member of the public commented that they were glad of the questions raised about this approach, noting the City mandate an art budget for all new construction and major renovation projects. This person commented that this requirement provides for creation of fine art in the public arena. This anonymous member of the public suggested that this approach could mean that some neighborhoods could get a larger share of the money for art and some less. This individual commented that this might not be legally allowed and would be very politically sensitive. Mr. Ed Regan opposed creation of the art fund suggesting that there were greater needs for books and more hours at branch libraries.

COMMISSION COMMENT ON AGENDA ITEM #6 ART ENRICHMENT RESERVE

In response to questions by President Higuera, Ms. Thompson clarified that the details and specific allocations for these art enrichment projects would be outlined in a detailed Memorandum of Understanding between the Library and the Arts Commission that would be brought to the Commission for its review and approval. In response to questions by Commissioner Chin, Ms. Thompson discussed how the Art Enrichment Reserve could be used to make sure that each new branch library and Richmond Branch received a least one significant work of art. Commissioner Chin noted that art can be both costly and less so and suggested that ways be considered to involve kids in providing art for branch libraries. Ms. Thompson proposed that a plan for the Art Enrichment Program would be brought to the Commission for its review and approval at an upcoming meeting.

MOTION: by Commissioner Chin, seconded by Commissioner Coulter for approval of the creation of the proposed Art Enrichment Reserve.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 20, 2001

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

**PUBLIC COMMENT ON AGENDA ITEM #1 APPROVAL OF THE MINUTES
OF THE MEETING OF DECEMBER 20, 2001**

An anonymous member of the public expressed appreciation that the explanatory document for the Minutes was available and called attention to the fact that the public comment summary statements were not posted on the Library's website as required. This individual also commented that they had discovered that 6 of the 18 copies of the Minutes deposited in the City Archives in some cases also lacked inclusion of the public comment summary statements, a fact that was attributed to the Archives receiving multiple copies of the Minutes and not checking that they were retaining the most complete copies when discarding duplicates. This person also found the Minutes over summarized discussion rather than reporting it. Mr. Ed Regan found that his comments had been accurately reported. Mr. Peter Warfield commented that the Commission was failing to follow Roberts Rules of Order to take old business later in a meeting, and found that the Minutes contained inaccuracies in what was said. Mr. Warfield pointed to instances in which his reported comments were not reported as they were intended or that entire comments or events that occurred were omitted.

**COMMISSION COMMENT ON AGENDA ITEM #1 APPROVAL OF THE
MINUTES OF THE MEETING OF DECEMBER 20, 2001**

MOTION: by Vice President Steiman, seconded by Commissioner Chin for approval of the Minutes of December 20, 2001.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

AGENDA ITEM #2 COMMISSION MEETING SCHEDULE FOR 2002.

The Commission Secretary outlined the proposed schedule of regular meetings for 2002. The Secretary called the Commissioners attention to the unfortunate fact that due to having received mistaken information a meeting of the Commission was proposed for March 5th, Primary Election Day, contrary to previous practice.

**PUBLIC COMMENT ON AGENDA ITEM #2 COMMISSION MEETING
SCHEDULE FOR 2002.**

An anonymous member of the public commented that he had not seen the proposed schedule of meetings and questioned if they had been noticed. This individual also expressed concern that the Commission would meet on Election Day, noting previous objections to doing so. Mr. Ed Regan echoed concerns of the previous speaker but recommended approval of the proposed schedule. Mr. Regan also requested that meeting notices be mailed out. Mr. Peter Warfield urged the Commissioners to begin their meetings later in the day and not to meet on Election Day.

MOTION: by Commissioner Coulter, seconded by Vice President Steiman for approval of the proposed meeting schedule for 2002.

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

The number of members of the public who spoke anonymously at this meeting. 1

Agenda item #8 PUBLIC COMMENT

An anonymous member of the public regretted the loss of a New Business item on the meeting agenda and then discussed their views concerning The Ugly American. This anonymous member of the public commented that this popularization of academic theory fictionalized about the damage done by people who think they are good and demonstrated that values are not related to money. Mr. Ed Regan requested expanded public service hours for the Main Library and all branches from 6AM until Midnight seven days a week. Mr. Regan additionally requested installation of an exterior fire escape on the Main Library and manually operated elevators.

Agenda Item #9 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Chin that the meeting be adjourned.

Public comment on Agenda item #9 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Chin, Coulter, Higuera, and Steiman)

The meeting was adjourned at 6:53PM.

Michael Housh, Commission Secretary 2/23/02

The number of members of the public who spoke anonymously at this meeting. 1

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Minutes of the regular Commission Meeting of January 17, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 17, 2002

Item 1:

Approval of the December 20, 2001 Minutes

"I have mention several times a legal requirement that citizen summaries be included in the minutes and that minutes be available on the website. You are somewhat challenged in your ability to understand the definition of the term 'include.'

The other requirement is that the minutes be included in the city archive. So I thought I would check to see whether the citizen summaries are to be found in the archive as required. I found that at least one-third of the minutes of last year do not include the citizen summaries provided. Rather than growing contempt for 'include,' the explanation seems to be that the staff in discarding duplicates is throwing out the wrong ones.

The term 'summarize' is now being neglected as well. There are numerous instances where, for example, the minutes say 'related an anecdote' rather than relating the anecdote."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 17, 2002

Item 2:

Commission Meeting Schedule

"This schedule of meetings was not distributed with the agenda, even though it was mentioned on the agenda as required.

There was a long period of time when the commission did meet on election day. I objected consistently and rather strongly. This commission and all city business should not meet on election day out of respect for the franchise. Public recognition is given to the fact that we should maximize people's opportunity to exercise the franchise and not interfere with it. That should include the commission not meeting on election day."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 17, 2002

Item 3:

Department of the Environment Report

“There are a number of documents before us, but only two agenda items have specified explanatory documents. As a result we must guess which documents go with which agenda items. The material for this agenda item was available in slides only.

We have suffered from buildings that were not ‘green’ in the past to the extent that it is a recognized nation problem.

There was a flaw of political correctness in the presentation. I should remind the speaker that concern for the future is not limited to parenting individuals.

I am alarmed at the assumption that ‘partnering’ is assumed to be positive when it is often not. In biology some sorts of partnering are parasitic and others are symbiotic. The parasitic is more common in nature and in our world as well.”

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 17, 2002

Item 4:

Bond Program Manager's Report

"There is a great deal of detailed documentation on this agenda item. This is surprising since there was no mention of explanatory documents on the agenda. If the staff didn't know it was going to have documents that is a problem itself.

I did not need glasses to read fine print until I was over fifty. I find that in very short order I can't read this even with my glasses. There is no obvious reason for the print to be that small. I suggest that if you want documents that people can understand, copy, fax to each other and make use of in other ways, the print needs to be larger.

The presentation dropped off in the middle of the documentation.

I have just received this, and I will reserve the rest of my comments for a time when I have had a chance to review the material in detail."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 17, 2002

Item 5:

Project Reserve

"The provision for a reserve is very important. The fly in the ointment is people's feelings about what is termed here 'interim relocations.' Terminology can be political and inflammatory. This is also called 'service interruptions.'

The Board of Supervisors is on record as endorsing the idea that neighborhoods should not have service interruptions. I have mixed feelings because it can be an expensive item. It is important to be aware of how politically sensitive this can be.

Thus, very careful planning that includes a prudent reserve is important."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 17, 2002

Item 6:

Art Enrichment Reserve

"I am grateful the president asked the questions he did, because I was confused as well.

As we are all aware, the city mandates an art budget for each construction project. This is to prevent buildings from becoming stark, prison-like structures.

It sounded like the answer to the president's question is that we are going to swap the funds around so that some neighborhoods will get more or less than their share. This will be based on a discretion that I don't believe the law allows.

If it turns out that there is a political or patronage component to the distribution of the funds, the neighborhoods will scream bloody murder.

Perhaps this is not what was intended at all. I certainly hope so."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 17, 2002

Item 7:

Public Review Process

"It took a while to figure it out. Apparently different parts of this document apply to different agenda items. I would help to have this clarified and to have some specificity in the agenda about availability of explanatory documents.

I am very encouraged by the presentation so far. No one has said that process is nonsense. No one has said they were visionaries. And no one has said that details don't count.

This seems to be recognition that process is of the essence. Part and parcel of that is that at each point where public input is called for, it is of the essence that you respect it, listen to it and take it into account at each level of this complex process. It cannot be repeated too many times: Process is of the essence."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, January 17, 2002

Item 8:

Public Comment

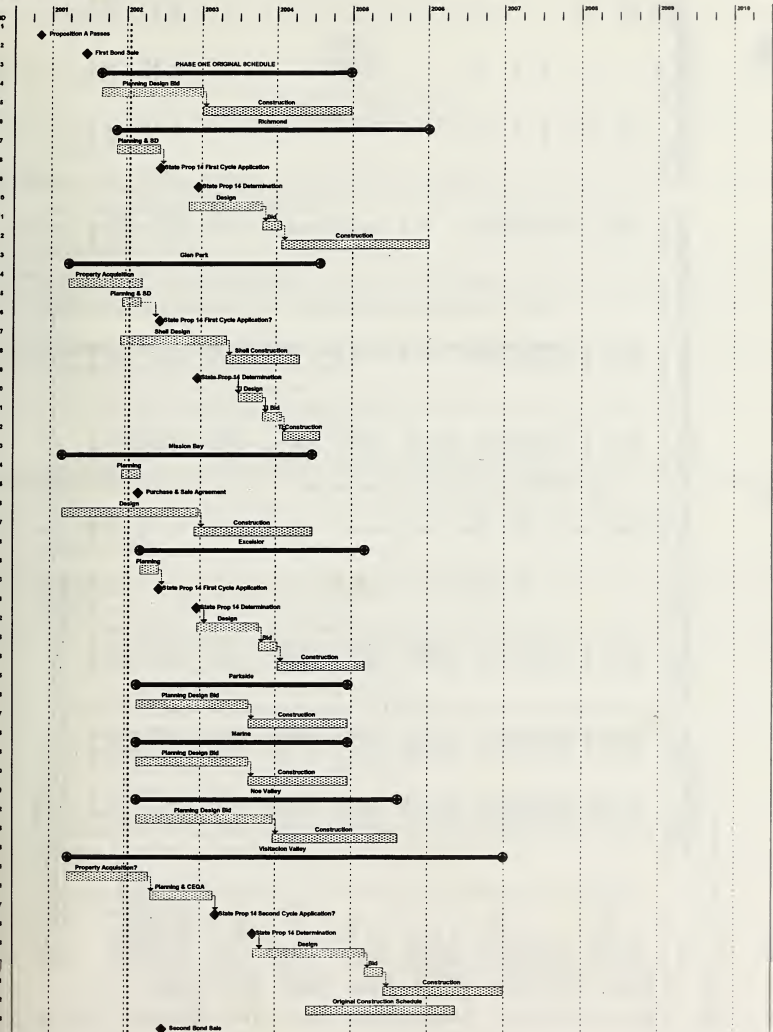
"I regret the loss of the agenda item 'new business.' We should not miss suggestions from our commissioners.

This is a book called 'The Ugly American' by William Lederer and Eugene Burdick. Everyone of my generation read it. It is an attempt to take academic and scientific research and popularize it in a fictional frame of reference. The novelist was Lederer and the academician was Burdick.

The switch is that the ugly American in the story is the hero. The theory to be demonstrated in graphic terms is the damage that people do who think they are the beautiful people. It is well known that people who think they are too good to listen to those around them produce destructive effects. The contempt for process, the contempt for detail are all in here.

The point is that a successful society is based on values that can't be purchased with money."





CURRENT BUDGET REPORT 2000 Branch Library Improvement Bond Program
January 17, 2002

J.O.A. Branch #		BUDGET		FUND STRATEGY			REVENUE		FUND STATUS			EXPENDITURES/CUMULANCES		
		Baseline Budget (1/01)	Approved Budget (1/01)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources		Appropriated	Reserve	Total Available	Support 31-Dec-01	Actual 31-Dec-01	Balance A - B
Phase 1 Projects														
GP	7514A Gen Park	1,770,000	3,428,000	3,428,000			3,428,000		1,336,000		1,336,000	1,770,000	1,770,000	0
EV	7514A Eglise	1,770,000	1,770,000	1,770,000			1,770,000		1,770,000		1,770,000	1,770,000	1,770,000	0
RI	7514A Richmond	1,770,000	1,770,000	1,770,000			1,770,000		1,770,000		1,770,000	1,770,000	1,770,000	0
VP	7521A Violation Valley ¹	2,090,000	2,090,000	2,090,000			2,090,000		2,090,000		2,090,000	2,090,000	2,090,000	0
SC	7523A Support Services / Branch ¹	7,400,000	6,058,000	6,058,000			6,058,000		6,058,000		6,058,000	3,540,000	3,540,000	2,518,000
Phase 2 Projects														
EX	7525A Explorer	3,820,000	3,820,000	3,820,000			3,820,000		3,820,000		3,820,000	720,000	720,000	3,100,000
MA	7525A Marina	4,110,000	4,110,000	4,110,000			4,110,000		4,110,000		4,110,000	720,000	720,000	3,390,000
MB	7514A Mission Bay	3,350,000	3,350,000	3,350,000			3,350,000		3,350,000		3,350,000	50,000	50,000	3,300,000
RI	7514A Richmond	2,400,000	2,400,000	2,400,000			2,400,000		2,400,000		2,400,000	840,000	840,000	1,560,000
PS	7512A Peninsula	2,400,000	2,400,000	2,400,000			2,400,000		2,400,000		2,400,000	840,000	840,000	1,560,000
RI	7513A Richmond	7,630,000	7,630,000	7,630,000	2,400,000 (2)		10,030,000		7,630,000		7,630,000	74,990	74,990	7,555,010
GP	7514A Gen Park	1,770,000	1,770,000	1,770,000			1,770,000		1,770,000		1,770,000	434,000	434,000	1,336,000
EV	7514A Eglise	1,770,000	1,770,000	1,770,000			1,770,000		1,770,000		1,770,000	820,000	820,000	950,000
VP	7521A Violation Valley	2,090,000	2,090,000	2,090,000			2,090,000		2,090,000		2,090,000	15,000	15,000	2,075,000
SC	7524A Support Services / Branch ¹	8,000,000	8,000,000	8,000,000			8,000,000		8,000,000		8,000,000	8,010,000	8,010,000	10,000
SC	7524A Support Services / Branch ¹	41,370,000	38,760,000	28,860,000	7,900,000	2,400,000	38,760,000		38,760,000		38,760,000	124,490	52,661	72,129
Phase 3 Projects														
IN	7517A Ingleside	2,800,000	2,800,000	2,800,000			2,800,000		2,800,000		2,800,000	0	0	2,800,000
PL	7520A Portola	2,800,000	2,800,000	2,800,000			2,800,000		2,800,000		2,800,000	0	0	2,800,000
SB	7520A North Branch	3,460,000	3,460,000	3,460,000			3,460,000		3,460,000		3,460,000	0	0	3,460,000
SB	7520A North Branch	1,400,000	1,400,000	1,400,000			1,400,000		1,400,000		1,400,000	15,000	15,000	1,385,000
WP	7528A West Point	4,110,000	4,110,000	4,110,000			4,110,000		4,110,000		4,110,000	0	0	4,110,000
WP	7528A West Point	14,660,000	14,660,000	14,660,000			14,660,000		14,660,000		14,660,000	15,000	15,000	14,645,000
Phase 4 Projects														
BV	7525A Bayview	3,820,000	3,820,000	3,820,000			3,820,000		3,820,000		3,820,000	0	0	3,820,000
EV	7525A Eureka Valley	4,560,000	4,560,000	4,560,000			4,560,000		4,560,000		4,560,000	0	0	4,560,000
GP	7525A Golden Gate	1,090,000	1,090,000	1,090,000	2,500,000		3,590,000		70,000		70,000	0	0	3,520,000
WA	7532A West Addition	3,260,000	3,260,000	3,260,000			3,260,000		3,260,000		3,260,000	0	0	3,260,000
WA	7532A West Addition	15,390,000	15,390,000	12,860,000	2,500,000		15,360,000		70,000		70,000	0	0	15,290,000
Phase 5 Projects														
AZ	7533A Azusa	4,740,000	4,740,000	4,740,000			4,740,000		4,740,000		4,740,000	0	0	4,740,000
BE	7534A Berni Heights	5,350,000	5,350,000	5,350,000			5,350,000		5,350,000		5,350,000	0	0	5,350,000
BE	7534A Berni Heights	5,350,000	5,350,000	5,350,000			5,350,000		5,350,000		5,350,000	0	0	5,350,000
GD	7453A Golden Gate Valley	5,340,000	5,340,000	5,340,000			5,340,000		50,000		50,000	0	0	5,290,000
PT	7535A Point	4,230,000	4,230,000	4,230,000			4,230,000		4,230,000		4,230,000	0	0	4,230,000
PT	7535A Point	4,230,000	4,230,000	4,230,000			4,230,000		4,230,000		4,230,000	0	0	4,230,000
Phase 6 Projects														
MA	7525A Marina	4,200,000	4,200,000	4,200,000	0	0	4,200,000		50,000		50,000	0	0	4,150,000
PK	7533A Park	1,310,000	1,310,000	1,310,000			1,310,000		15,000		15,000	0	0	1,295,000
PK	7533A Park	1,310,000	1,310,000	1,310,000			1,310,000		15,000		15,000	0	0	1,295,000
PD	7538A Piedra	7,040,000	7,040,000	7,040,000	0	0	7,040,000		15,000		15,000	0	0	7,025,000
Program-Wide														
LM	7501A Library Mgmt & Consultants	800,000	800,000	800,000			800,000		300,000		300,000	300,000	300,000	500,000
CS	7500A Program Consultants	750,000	750,000	750,000			750,000		300,000		300,000	300,000	300,000	450,000
CS	7500A Program Consultants	3,670,000	3,670,000	3,670,000			3,670,000		610,000		610,000	610,000	610,000	3,060,000
RE	7502A Real Estate Dept	120,000	120,000	120,000			120,000		120,000		120,000	120,000	120,000	0
RE	7502A Real Estate Dept	4,360,000	4,360,000	4,360,000			4,360,000		120,000		120,000	120,000	120,000	4,240,000
RE	7502A Real Estate Dept	15,000,000	15,000,000	15,000,000			15,000,000		15,000,000 (3)		15,000,000	0	0	15,000,000
FE	Furniture & Equipment Reserve	1,500,000	1,500,000	1,500,000			1,500,000		250,000		250,000	250,000	250,000	1,250,000
FE	Furniture & Equipment Reserve	1,500,000	1,500,000	1,500,000			1,500,000		250,000		250,000	250,000	250,000	1,250,000
FE	Furniture & Equipment Reserve	1,500,000	1,500,000	1,500,000			1,500,000		250,000		250,000	250,000	250,000	1,250,000
SF	7503A Savings Fund	1,675,000	1,675,000	1,675,000			1,675,000		3,000,000		3,000,000	1,030,000	228,375	801,625
SF	7503A Savings Fund	27,663,000	27,663,000	27,663,000	0	15,000,000	27,677,000		3,000,000		3,000,000	1,030,000	228,375	801,625
SF	7503A Savings Fund	27,663,000	27,663,000	27,663,000	0	15,000,000	27,677,000		3,000,000		3,000,000	1,030,000	228,375	801,625
TOTAL		133,265,000	133,365,000	108,865,000	40,000,000	17,460,000	133,265,000		20,965,000		20,965,000	4,694,990	281,238	4,413,754

(1) Final Cost of Land estimated by DBE as follows: Ingleside \$1,115,000; Portola \$1,115,000; Violation Valley \$1,350,000.
(2) Reserves are not included in the total available funds. They are included in the total available funds, but are not available for the current year.
(3) Earthquake Safety Program funds remaining for Branch Libraries.
Private donations secured by Friends & Foundation



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian *SH*
Re: Bond Program Committees Status Report
Date: January 17, 2002

Invitations to committees were issued in December. Many appointments have been made and I will be doing follow-up work on pending appointments this month.

Branch Library Improvement Program Financial Oversight Committee

The following appointments have been made:

Catharine Barnes, City Attorney
Tina Olson, Department of Public Works
Peg Stevenson, Office of the Controller
Jay Banfield, Office of the Treasurer

Appointments are pending from the Board of Supervisors, Mayor's Budget Office and Mayor's Office of Public Finance. A representative from the Office of the Budget Analyst was requested, but because this office provides impartial analysis on bond sales and other City matters, Mr. Harvey Rose determined that it would be a potential conflict of interest to have a representative on this committee.

Branch Library Improvement Program Advisory Committee

The following appointments have been made:

Chet Roaman, Council of Neighborhood Libraries
Alex Tourk, Department of Neighborhood Services
Harlan Kelly, Department of Public Works
Gary Hoy, Department of Recreation and Parks
Glen Ramiskey, Friends and Foundation of SFPL
Kieu-Anh King, Mayor's Budget Office
Bridget Mejia, San Francisco Youth Commission
Harry Mar, SFPL Accessibility Advisory Panel
Ann Dalton, SFUSD

Appointments are pending from the Board of Supervisors, Commission on Aging, Landmarks Preservation Advisory Board, Planning Department, Senior Action Network and SFPL Teen Advisory Committee.

I anticipate that all appointments will be made very soon and initial meetings will take place in February or March.



CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
January 17, 2002

BUDGET				FUND STRATEGY		REVENUE		FUND STATUS		EXPENDITURES/CUMBRANCES		
JOA Branch	Baseline Budget (1001)	Approved Budget (1201)	City Prop. A Bonds	State Prop. 14	All Sources	Total	Appropriated	Reserve	Total Available	Budget 3/1/02-01	Actual 3/1/02-01	Balance 3/1/02-01
Phase 0 Projects												
GP 7514A Gen Park	1,770,000	3,420,000	3,420,000		3,420,000		1,338,000		1,338,000	1,770,000		1,770,000
IN 7516A Ingliside 1	1,770,000	1,770,000	1,770,000		1,770,000		1,770,000		1,770,000	1,770,000		1,770,000
PL 7518A Portals	2,090,000	2,090,000	2,090,000		2,090,000		2,090,000		2,090,000			0
SC 7522A Vallejo Valley 1	7,400,000	8,058,000	8,058,000		8,058,000		8,058,000		8,058,000	3,540,000		3,540,000
Phase 1 Projects												
GP 7515A Escudor	3,420,000	3,420,000	3,420,000		3,420,000		3,420,000		3,420,000			0
MA 7516A Mina	3,350,000	3,350,000	3,350,000		3,350,000		3,350,000		3,350,000			0
MB 7516A Mission Bay	3,350,000	3,350,000	3,350,000		3,350,000		3,350,000		3,350,000	50,000		50,000
NV 7517A North Valley	4,410,000	4,410,000	4,410,000		4,410,000		4,410,000		4,410,000			0
RI 7517A Rio Valley	2,860,000	2,860,000	2,860,000		2,860,000		2,860,000		2,860,000			0
RI 7517A Rio Valley	2,860,000	2,860,000	2,860,000		2,860,000		2,860,000		2,860,000			0
RI 7517A Rio Valley	2,860,000	2,860,000	2,860,000		2,860,000		2,860,000		2,860,000	74,990	2,861	72,129
GP 7518A Gen Park	1,270,000	1,270,000	1,270,000		1,270,000		1,270,000		1,270,000			0
GP 7522A Vallejo Valley	3,230,000	3,230,000	3,230,000		3,230,000		3,230,000		3,230,000			0
GP 7522A Vallejo Valley	3,230,000	3,230,000	3,230,000		3,230,000		3,230,000		3,230,000			0
SC 7522A Vallejo Valley	8,058,000	8,058,000	8,058,000		8,058,000		8,058,000		8,058,000	124,890	52,861	72,129
SC 7522A Vallejo Valley	20,940,000	20,940,000	20,940,000		20,940,000		20,940,000		20,940,000			0
Phase 2 Projects												
GP 7523A Ingliside	2,860,000	2,860,000	2,860,000		2,860,000		2,860,000		2,860,000			0
PL 7523A Portals	2,860,000	2,860,000	2,860,000		2,860,000		2,860,000		2,860,000			0
NB 7523A North Beach	3,460,000	3,460,000	3,460,000		3,460,000		3,460,000		3,460,000			0
SB 7523A Seaside	1,490,000	1,490,000	1,490,000		1,490,000		1,490,000		1,490,000			0
SB 7523A Seaside	1,490,000	1,490,000	1,490,000		1,490,000		1,490,000		1,490,000			0
WP 7523A West Portal	14,860,000	14,860,000	14,860,000		14,860,000		14,860,000		14,860,000			0
Phase 3 Projects												
GP 7524A Bayview	3,420,000	3,420,000	3,420,000		3,420,000		3,420,000		3,420,000			0
EV 7525A Enola Valley	4,580,000	4,580,000	4,580,000		4,580,000		4,580,000		4,580,000			0
OR 7525A Orinda	3,560,000	3,560,000	3,560,000		3,560,000		3,560,000		3,560,000			0
WA 7525A Walrus Addition	3,430,000	3,430,000	3,430,000		3,430,000		3,430,000		3,430,000			0
WA 7525A Walrus Addition	15,360,000	15,360,000	15,360,000		15,360,000		15,360,000		15,360,000			0
Phase 4 Projects												
GP 7526A Agua	4,740,000	4,740,000	4,740,000		4,740,000		4,740,000		4,740,000			0
BE 7526A Bernal Heights	5,340,000	5,340,000	5,340,000		5,340,000		5,340,000		5,340,000			0
GG 7433A Golden Gate Valley	5,340,000	5,340,000	5,340,000		5,340,000		5,340,000		5,340,000			0
GP 7526A Agua	4,230,000	4,230,000	4,230,000		4,230,000		4,230,000		4,230,000			0
PT 7538A Palo Alto	18,490,000	18,490,000	18,490,000		18,490,000		18,490,000		18,490,000			0
Phase 5 Projects												
GP 7539A Menlo Park	4,230,000	4,230,000	4,230,000		4,230,000		4,230,000		4,230,000			0
RE 7539A Redwood	1,530,000	1,530,000	1,530,000		1,530,000		1,530,000		1,530,000			0
PD 7539A Piedmont	1,530,000	1,530,000	1,530,000		1,530,000		1,530,000		1,530,000			0
PD 7539A Piedmont	7,040,000	7,040,000	7,040,000		7,040,000		7,040,000		7,040,000			0
Program-Wide												
LM 7501A Library Mgmt & Consultants	800,000	800,000	800,000		800,000		800,000		800,000	300,000		0
C3 7500A City Program Consultants	750,000	750,000	750,000		750,000		750,000		750,000	300,000		0
RE 7500A City Program Management	3,600,000	3,600,000	3,600,000		3,600,000		3,600,000		3,600,000	810,000	64,415	235,585
RE 7500A City Program Management	120,000	120,000	120,000		120,000		120,000		120,000	610,000	43,960	566,040
RM 7500A Recycling & Moving Reserve	4,320,000	4,320,000	4,320,000		4,320,000		4,320,000		4,320,000	120,000		0
FE 7500A Furniture & Equipment Reserve	15,000,000	15,000,000	15,000,000		15,000,000		15,000,000		15,000,000	250,000		0
GC 7500A Good Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000		1,500,000		1,500,000	1,450,000		0
GP 7500A General Program Management	1,875,000	1,875,000	1,875,000		1,875,000		1,875,000		1,875,000	1,032,000	228,375	807,623
GP 7500A General Program Management	27,865,000	27,865,000	27,865,000		27,865,000		27,865,000		27,865,000	1,032,000		0
GP 7500A General Program Management	133,265,000	133,265,000	133,265,000		133,265,000		133,265,000		133,265,000	20,085,000		0
TOTAL			105,885,000	10,000,000	115,885,000		133,265,000		20,085,000	4,884,890	281,236	4,413,754

(1) Direct Cost of Land estimated by DNE as follows: Ingliside \$1,125,000; Portals \$1,340,000.

(2) The program-wide stated costs for creation benefit, operational fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial materials

(3) Earthquake Safety Program - 100% of the total cost of the program.

(4) Private donations secured by Friends & Foundation

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Date 10/10/10
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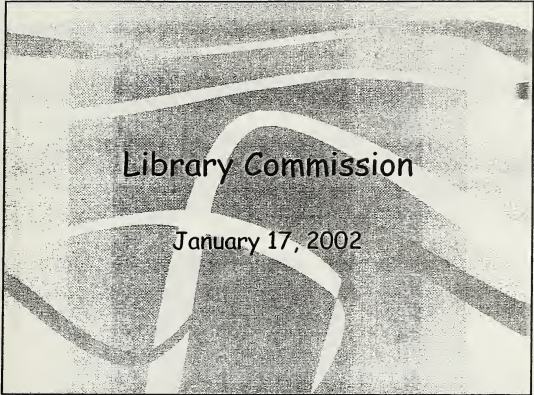
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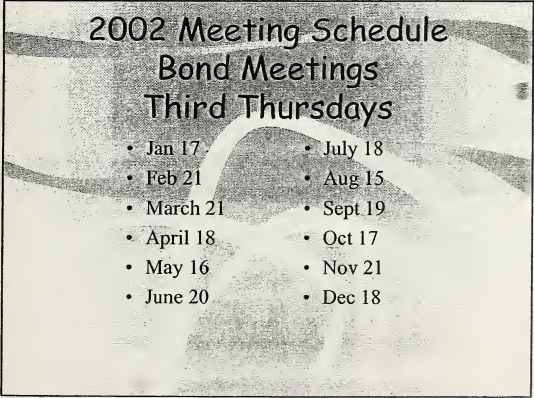
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Library Commission

January 17, 2002



2002 Meeting Schedule Bond Meetings Third Thursdays

- | | |
|------------|-----------|
| • Jan 17 | • July 18 |
| • Feb 21 | • Aug 15 |
| • March 21 | • Sept 19 |
| • April 18 | • Oct 17 |
| • May 16 | • Nov 21 |
| • June 20 | • Dec 18 |

Informational Presentation

Mark Palmer,
Department of the Environment,
on Resource Efficient Building Ordinance

Budget Report

- Recap:

10-10-01 Baseline Budget created \$1.675m reserve

12-20-01 Glen Park revisions reduced reserve to \$1.587m

12-20-01 reviewed Mission Bay which may reduce reserve to
\$961.9k

TODAY- Recommendation to increase Reserve

TODAY- Recommendation to create Art Enrichment fund

Budget Report

- Announce Quarterly Financial Report-
available February 1, data thru 12/31/01:

Table of Contents

Executive Summary

Budget Reports

Schedule

Project Status Reports

- Budget Report Structure
- Current Approved Budget

Budget Structure- Rows

Level 2- Phase

Phase Zero (property acquisitions)

Phase One (9/01 start)

Phase Two (6/02 start)

Phase Three (6/04 start)

Phase Four (6/05 start)

Phase Five (1/07 start)

Level 3- Branch

Excelsior

Marina

....

Level 4- Category

Hard Costs

Soft Costs

FF&E

Reloc & Moving

Budget Structure- Columns

Budget

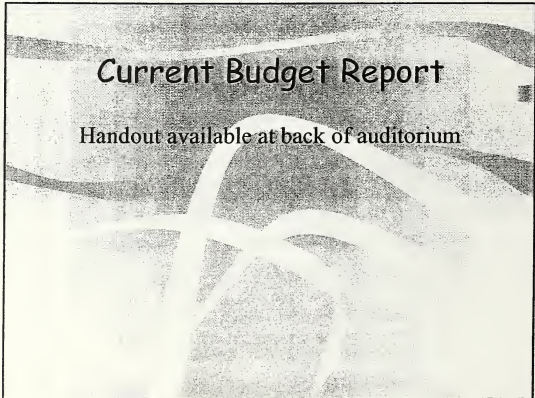
Orig 10/01 | Current 12/01 | Prop'd 01/02

Revenue (All fund sources)

Strategy | Appropriated

Expenditures (Includes encumbrances)

Budget | Actual | Balance



Current Budget Report

Handout available at back of auditorium

Handout available at back of auditorium

Schedule Report

- **Recap:**

10-10-01 Baseline Schedule

12-20-01 Glen Park moved up

TODAY- detailed Phase 1 schedule

TODAY- detailed Phase 2 schedule

Schedule Report

- **Review- Phase 1 Detailed Schedule**

Handout available at back of auditorium

- **Review- Phases 2-5 Detailed Schedule**

Handout available at back of auditorium

Second Bond Sale

- Requesting approval to include in FY 02-03 Budget at Library Commission February 5
- \$30 million (detail will be presented 2/5)
- Appropriation to be put on Controller's Reserve
- Bond Sale to occur in Fall '02
- Obtain Controller's release from Reserve

Active Projects Reports

- Richmond Branch Library
- Glen Park Branch Library
- Mission Bay Branch Library
- Excelsior Branch Library
- Support Services Facility

Community Outreach Update

- Library sponsored meetings:
 - 1/31 Council of Neighborhood Libraries
 - 2/12 after Glen Park Neighborhood Association
 - 2/23 Richmond Community Meeting
- Library invited as guest:
 - 1/29 Richmond Interfaith Breakfast
 - 3/11 North Beach Neighbors, Directors Meeting

Advisory Groups

- | | |
|------------------------------|---------------------------------|
| • Program Advisory Committee | • Financial Oversight Committee |
| Reported to Commission | Reported to Commission |
| Invitations extended | Invitations extended |
| Some members appointed | Some members appointed |

Handout available at back of auditorium

Library Planner RFQ

- **Qualifications**

As required by State Librarian for Prop 14 Applications:

Masters of Library Science or equal

Five library projects in 10 years, as consultant or employee

- **Civil Service Commission approval**

Discussion with Local 790

Calendar in February

- **Publicly advertise**

www.sfgov.org/purchaser

Branch Facilities Plan

- **Draft issued September 4**

- **Present final report today**

- **Available to the Public**

Hard copies available at cost of printing

Reference copies distributed to Branches & Main

Entire Report to be posted on the Web

Branch Facilities Plan

- Includes:

- System-wide community surveys & needs analysis
- Identifies service areas & system-wide service needs
- Functional description of spaces & adjacencies
- Facility by facility physical surveys
- Design guidelines for architecture & engineering
- Budget & Schedule analysis

Foundation for planning & programming of individual branch
library renovations!

Planning for Services & Collections

Presentation by Donna Corbeil,
Chief of Branches

Planning Library Collections and Services

- Component of the Planning Phase
- Typical duration 1 to 3 months
- Culmination in Library Building Program

Data Gathering

1. Involve the community, residents, local organizations, library users & nonusers
2. Collect community demographic or population information
3. Analyze library data – statistics on the use of collections and services & size of sub-collections
4. Identify physical limitations of space

1. Community Involvement & Staff Participation

- Surveys (users and non-users)
- Community meetings
Library staff attends events or meetings sponsored by community groups
- Interview stakeholders- schools, community organizations, other agencies
- Analyze data

2. Population data

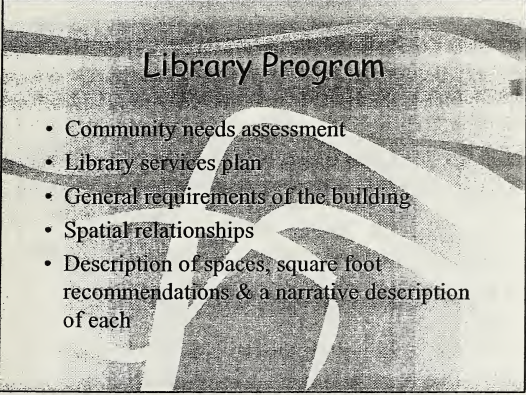
- Community characteristics: age, ethnicity, languages spoken at home, income and education
- Major businesses and places of employment
- Identify community gathering places

3. Library data

- Use patterns – visits, programs, % of items checked out by specific collection types
- Inventory of current spaces – including collections & reader seats
- Shelving configuration
- Other services

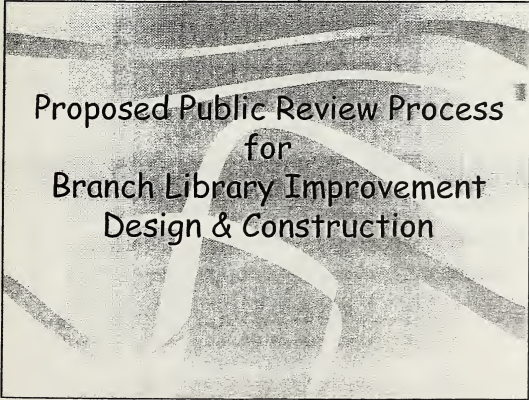
4. Physical space

- Accessible
- Safe
- Functional
- Attractive
- Flexible
- Defined space

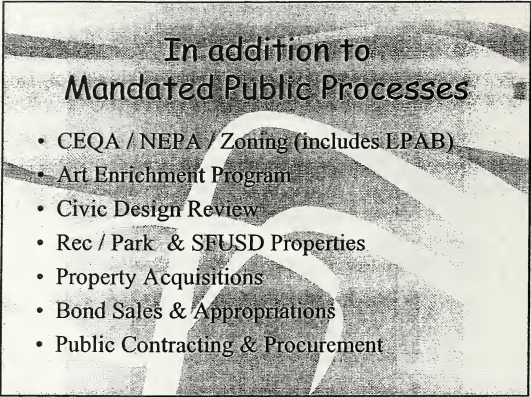


Library Program

- Community needs assessment
- Library services plan
- General requirements of the building
- Spatial relationships
- Description of spaces, square foot recommendations & a narrative description of each

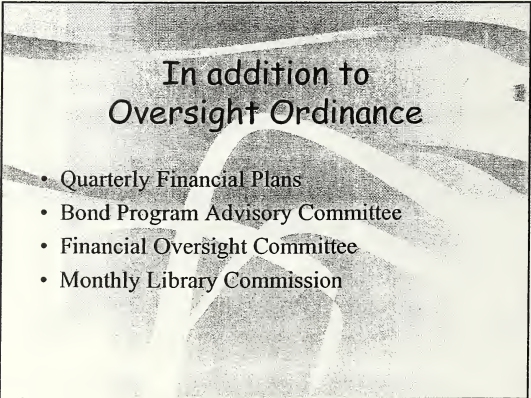


Proposed Public Review Process for Branch Library Improvement Design & Construction



In addition to Mandated Public Processes

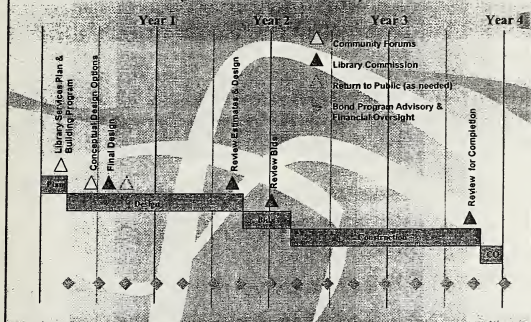
- CEQA / NEPA / Zoning (includes LPAB)
- Art Enrichment Program
- Civic Design Review
- Rec / Park & SFUSD Properties
- Property Acquisitions
- Bond Sales & Appropriations
- Public Contracting & Procurement



In addition to Oversight Ordinance

- Quarterly Financial Plans
- Bond Program Advisory Committee
- Financial Oversight Committee
- Monthly Library Commission

Map of Public Process (COMPLEX PROJECT)



Planning Phase

Community Forum Library Services Plan & Building Program

- What is presented
 - Description of library services, programs, collections
 - Adjacency diagrams
 - Square Feet allocations
 - May include Bubble Diagrams
- What happens
 - Obtain Public Input & Comment

Design Phase

Community Forum Conceptual Design

- **What is presented**
 - Diagrams & sketches
 - Rough order of magnitude estimates
 - Multiple options with pros & cons
 - Responses to previous public meeting comments
- **What happens**
 - Obtain Public Input & Comment

Design Phase

Library Commission Schematic Design

- **What is presented**
 - Drawings: Floor Plans, Elevations, Site Plan
 - Model (optional)
 - Responses to previous public meeting comments
- **What happens**
 - Obtain Public Input & Comment
 - Review final design selection & give direction for development of design
 - Determine if return visit & additional public comment is needed

Design Phase

Library Commission Construction Documents

- What is presented
 - Detailed drawings
 - Specifications
 - Cost estimate
 - Responses to previous public meeting comments
- What happens
 - Obtain Public Input & Comment
 - Review appropriateness to issue for bid

Bid Phase

Library Commission After Bid Opening

- What is presented
 - Tabulation of Bids
- What happens
 - Obtain Public Input & Comment
 - Review appropriateness to award

Construction Phase

Library Commission At Substantial Completion

- What is presented
 - Summary Reports on Progress, Change Orders, Payments
 - Summary Report on Punchlist Items (outstanding work)
 - Status of Project Budget & Schedule
- What happens
 - Obtain Public Input & Comment
 - Review appropriateness to Close Out construction contract
 - Review allocation of any remaining funds

Handout

Project Reserve Increase

- Review "Coping with Budget Revisions"
- Current approved Budget
 - Reserve = \$1,587,000
- Allow for Mission Bay
 - Reduces Reserve to \$961,900
- Increase remaining reserve
 - Prudent- half of anticipated \$10 million from State
 - Remove 5% from each project before design starts

Coping with Budget Revisions

- Establish Program Reserve ✓ PROPOSED INCREASE
- Manage Project Contingencies ✓ ONGOING
- Revise scope of work
- Schedule work sooner or phase work
- Reduce cost or eliminate some interim relocations ✓ IN PROCESS
- Savings realized from completed projects

Proposed Increase to Program Reserve

Excelsior	3,820,000	(191,000)
Marina	4,116,000	(205,500)
Mission Bay	3,973,100	
Noe Valley	4,410,000	(220,500)
Parkside	2,888,000	(144,000)
Richmond	7,630,000	(381,500)
Cliff Park	4,638,000	
Visitation Valley	5,320,000	(161,500)
Support Services	9,080,000	(454,000)
Inglewood	4,570,000	(140,000)
Portola	4,570,000	(140,000)
North Beach	3,460,000	(173,000)
Suites	1,490,000	(74,500)
West Portal	4,110,000	(205,500)
Bayview	3,820,000	(191,000)
Eureka Valley	4,580,000	(229,000)
Ortega	3,560,000	(178,000)
Western Addition	3,430,000	(171,500)
Anza	4,740,000	(237,000)
Bernal Heights	5,350,000	(267,500)
Golden Gate Valley	5,340,000	(267,000)
Potrero	4,230,000	(211,500)
Merced	4,200,000	(210,000)
Park	1,310,000	(65,500)
Presidio	1,530,000	(76,500)
Program Services	5,270,000	
Relocation & Moving	4,320,000	
Furniture & Equipment	15,000,000	
Bond Financing	1,500,000	
Program Reserve	961,900	5,557,400

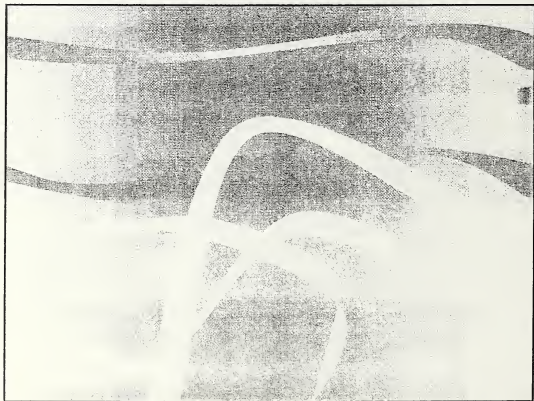
Handout available at back of auditorium

5% reductions

Recommended Reserve

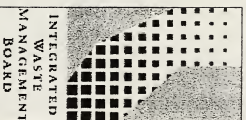
Art Enrichment Fund

- Create fund under Program wide Budget
- Reserve funds for Art Enrichment projects at new construction & major renovations
- Allowable under Section 3.19 of the Administrative Code
- Name "Art Enrichment Fund"
- 2% of applicable construction costs (tbd)
- If Departments agree (MOU) & funds allow (yes)



City and County of San Francisco **GREEN BUILDING PROGRAM**

January 17, 2002



San Francisco Public Library



SF Environment



**GLOBAL
GREEN
FOUNDATION**

A Definition

“Green building” is a process to create buildings and supporting infrastructure that minimize the use of resources, reduce harmful effects on the environment, and create healthier environments for people. ”



Green Design Process

To be most successful, green building strategies should be incorporated into all phases of the project—from programming & budgeting to design & construction to commissioning, operating & maintenance.

- Collaboration from beginning of the project
- Multi-disciplinary design teams
- Commitment from all parties
- Integrated/systems approach
- Life-cycle costing & life-cycle materials analysis (long-term perspective)



Green Building Components

- **SUSTAINABLE SITE:** selection, planning, landscaping
- **WATER EFFICIENCY:** wastewater, irrigation
- **ENERGY / ATMOSPHERE:** efficiency, clean / renewable energy, no CFCs / HCFCs
- **MATERIALS / RESOURCES:** solid waste reduction, materials reuse, recycling
- **INDOOR ENVIRONMENTAL QUALITY:** IAQ, daylighting, thermal comfort/control



Environmental Impacts of Conventional Building

- 40% of annual US energy use
- 30% of CO₂ production
- 40% of ozone depletion
- 35% of municipal solid waste
- 30% of wood and raw materials use
- 25% of water use
- 30%+ of buildings have poor indoor air quality (and most people spend about 90% of their time indoors)



Environmental Benefits

of Green Building

- Air, soil, and water quality (health) improvements
- Reductions in emissions of greenhouse gases (primary cause of climate change) and CFCs / HCFCs (major cause of ozone-layer depletion)
- Reductions in energy and water use, natural resource extraction, and solid waste generation



Other Benefits of Green Building

- Lower Construction & Operating Costs
 - Reduced waste disposal costs
 - Reduced materials use
 - Reduced water & energy utility costs
 - Reduced maintenance & replacement costs (greater durability of materials)
- Better Working Environment (air / light)
 - Improved occupant health & comfort = higher productivity, less absenteeism, and reduced insurance costs & liability risk

Investment / Payback

It pays to protect workers' health and well-being.

Owner / employer costs over 30 years:

2% for construction

6% for operations and maintenance

92% for labor

Enhancing daylighting and providing clean indoor air can make occupants at least 6% more productive (RMI / DOE study: \$400K/year savings in labor costs) and can reduce absenteeism by 45% (Verifone Corp).



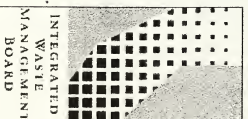
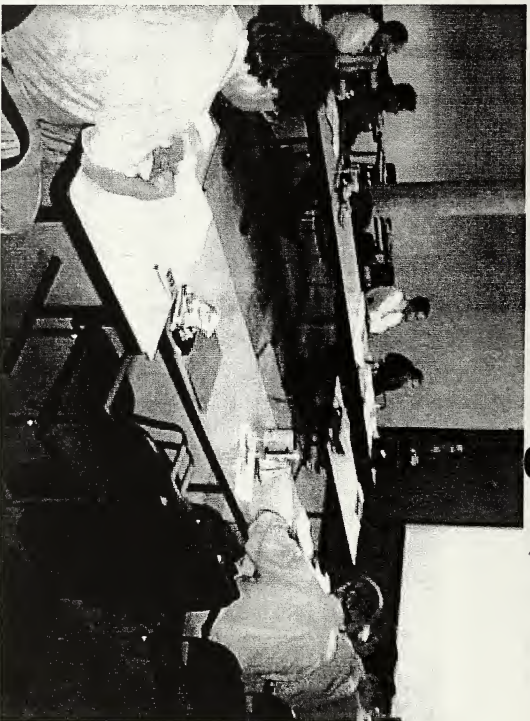
SF's Resource-Efficient Building Ordinance

1999--Established the Green Building Program

- Green Building Design Training Program
- Instituted mandatory green building measures for all new and major renovation projects for City-owned or -leased facilities
- 10 Green Building Pilot Projects



Green Building Design Training



City of
San Francisco
GREEN BUILDING PROGRAM

Howard Wong

Has successfully completed the requirements for the
Green Building Program Training Certificate

Date: _____



SF Environment

Willie Brown
Mayor

Jared Blumenthal
Director, SF Environment



REB Orainance

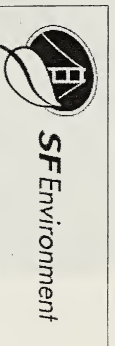
Requirements

- Water Conservation: Low-flow toilets and showerheads
- Energy Efficiency: Lights, exit signs, timers and sensors
- Indoor Air Quality: Moisture prevention, IAQ maintenance plans
- Recycling: Fluorescent lamp recycling, collection and storage space for recyclables
- Site Waste Management: Construction and demolition debris reuse/recycling plans



Green Building Pilot Projects

1. EcoCenter and Department of Environment offices
2. Moscone West Convention Center Expansion (C&D waste recycling)
3. West End Pavilion, Golden Gate Park
4. Visitation Valley Clubhouse
5. 525 Golden Gate Office Building
6. Laguna Honda Hospital
7. California Academy of Science
8. Islais Creek Muni Maintenance. & Operations Facility
9. Golden Gate Park Concourse Underground Parking
10. 23rd & Treat St. Park



Section 1: Academic Background

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Email: _____

Section 2: Academic History

High School: _____
 College: _____
 Degree: _____
 GPA: _____
 Major: _____
 Minor: _____
 Honors: _____
 Awards: _____
 Activities: _____
 Employment: _____
 Other: _____

Section 3: Academic Interests

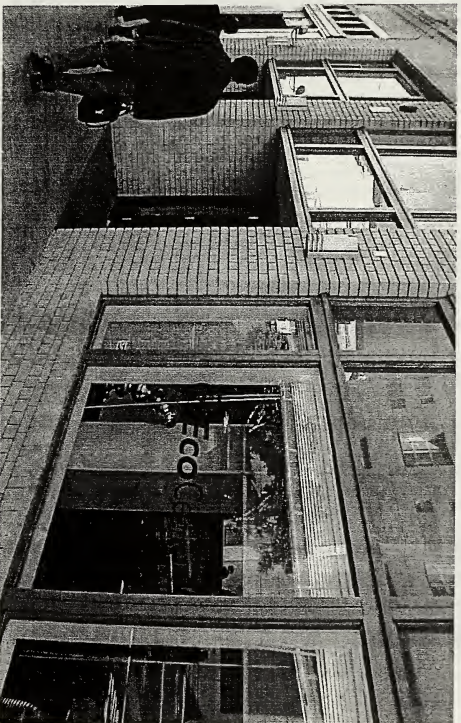
Research Interests: _____
 Academic Goals: _____
 Career Goals: _____
 Other: _____

Section 4: Academic References

Reference 1: _____
 Reference 2: _____
 Reference 3: _____



SF Environment's EcoCenter



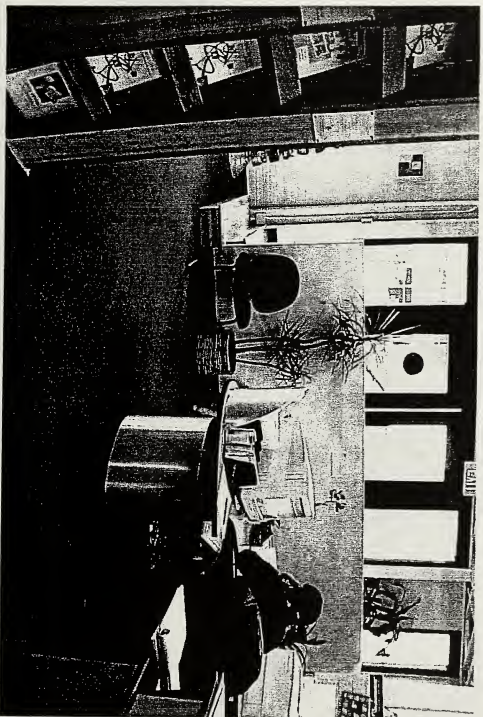
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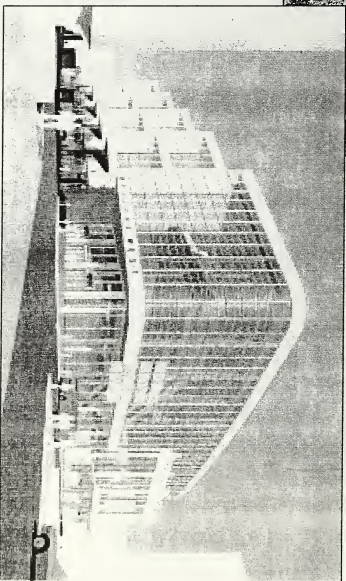
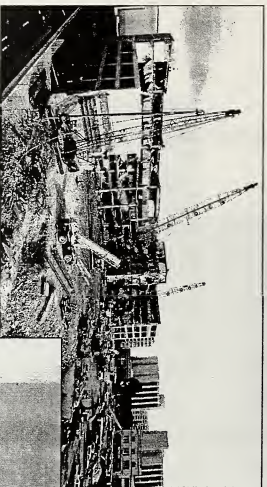


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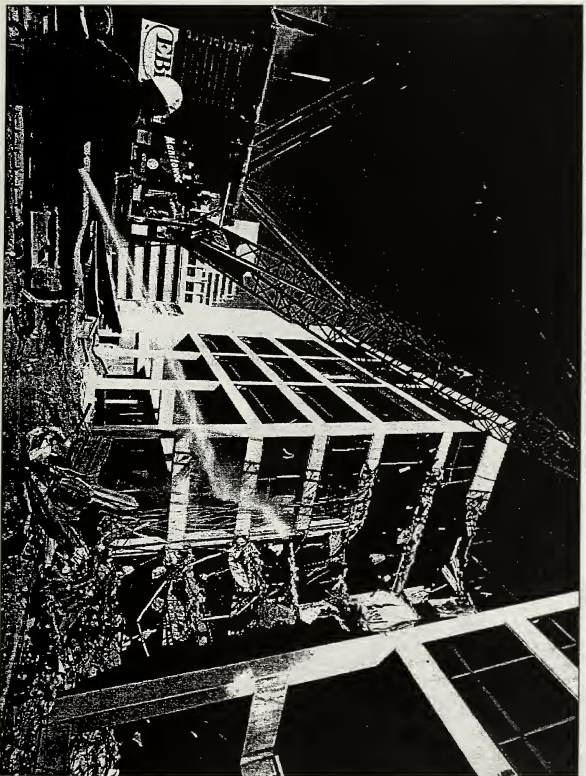


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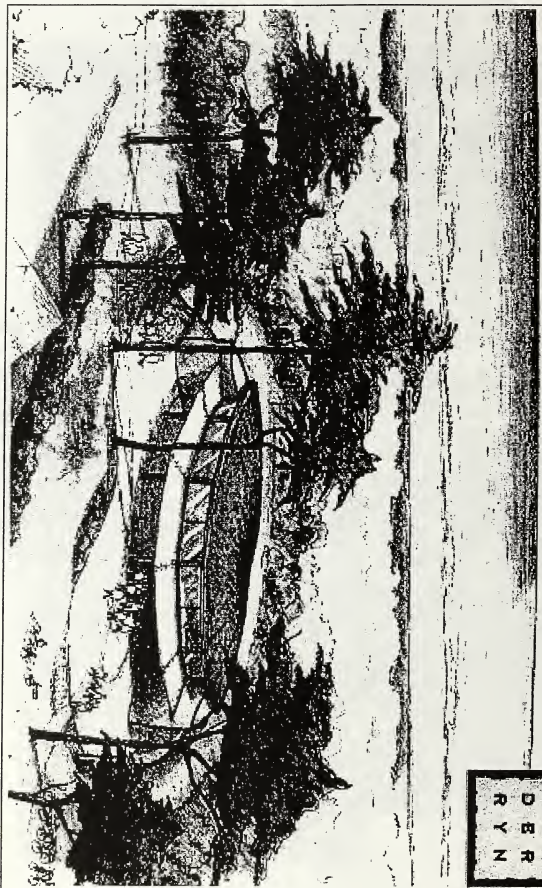
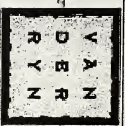
Moscone West Convention Center



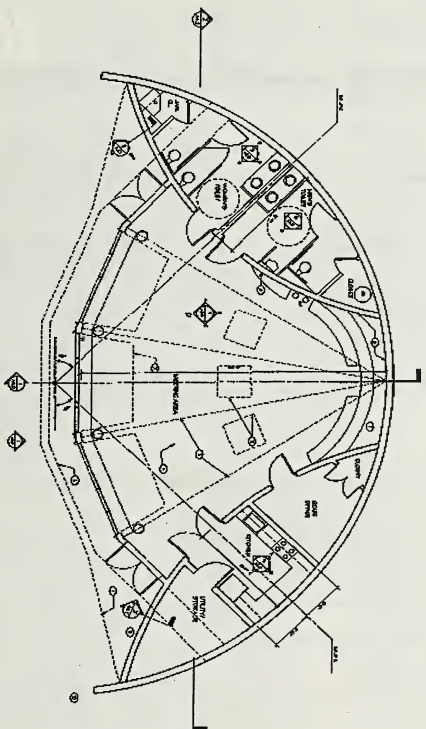
Moscone West Convention Center



West End Pavilion



West End Pavilion

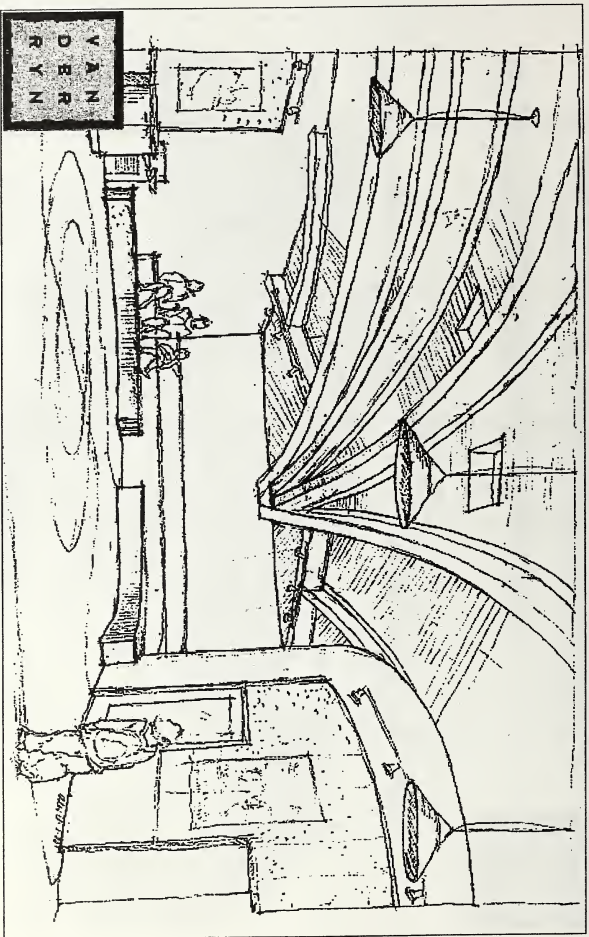


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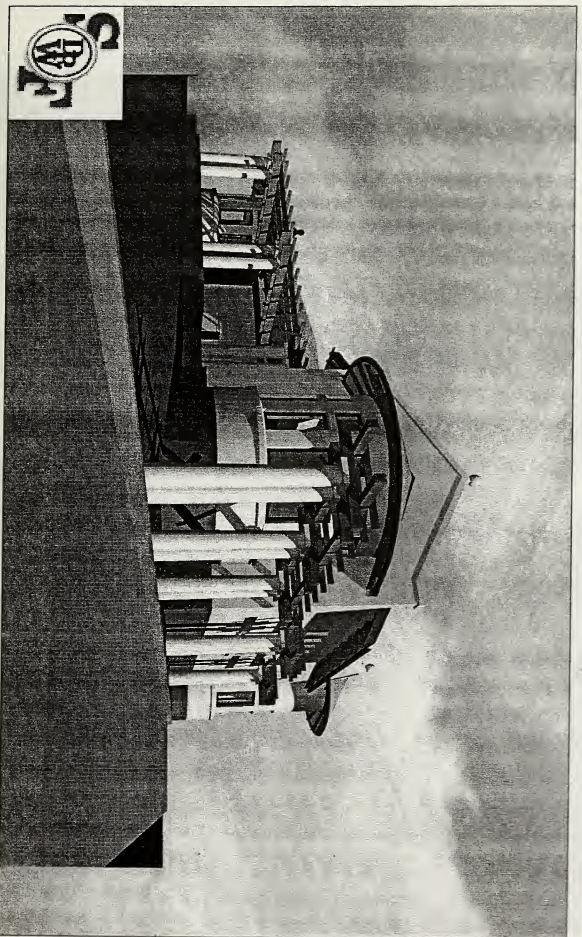
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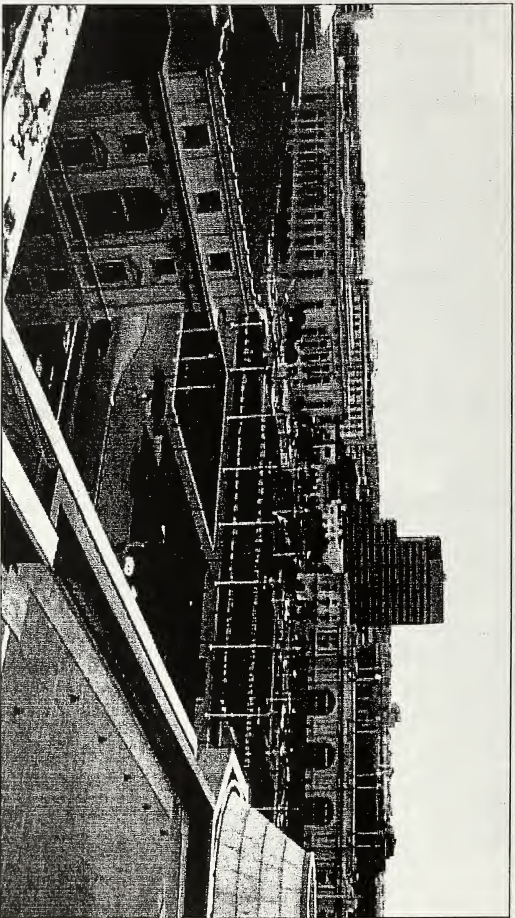
West End Pavilion



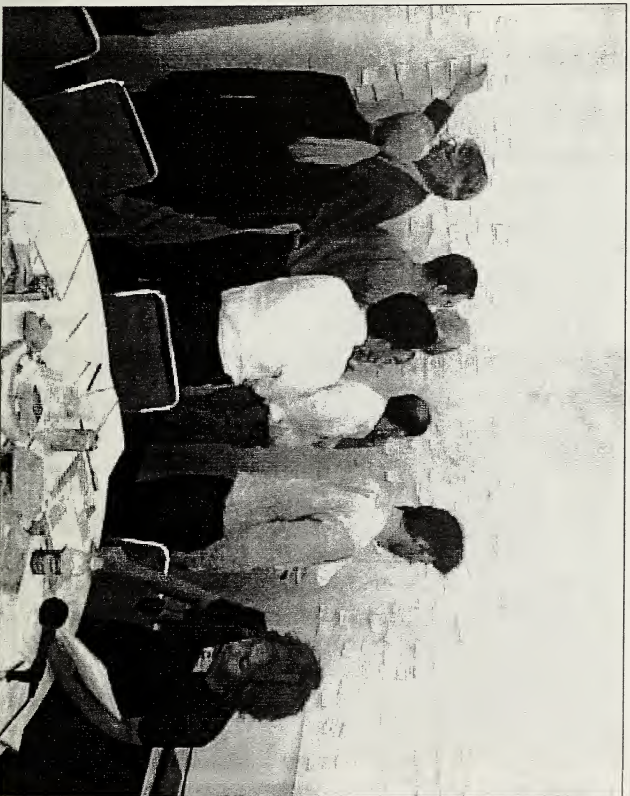
Visitacion Valley Clubhouse



New City Administrative Office Building 525 Golden Gate Avenue

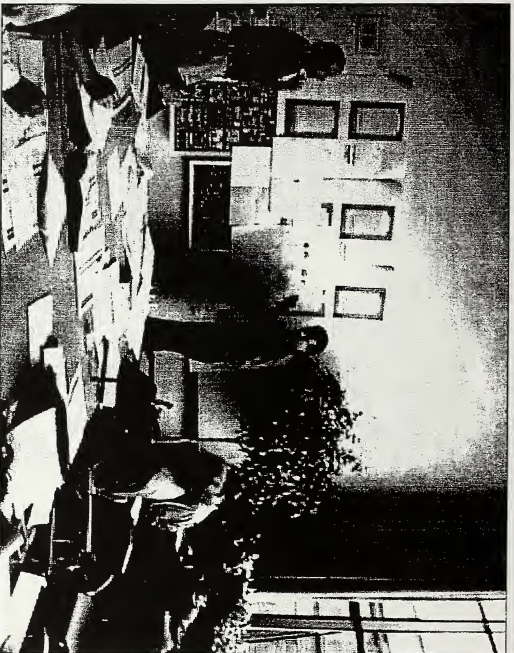


Collaborative Goal Setting



Multi-disciplinary Design

Process



ARUP



DPW/BOA

SOHA

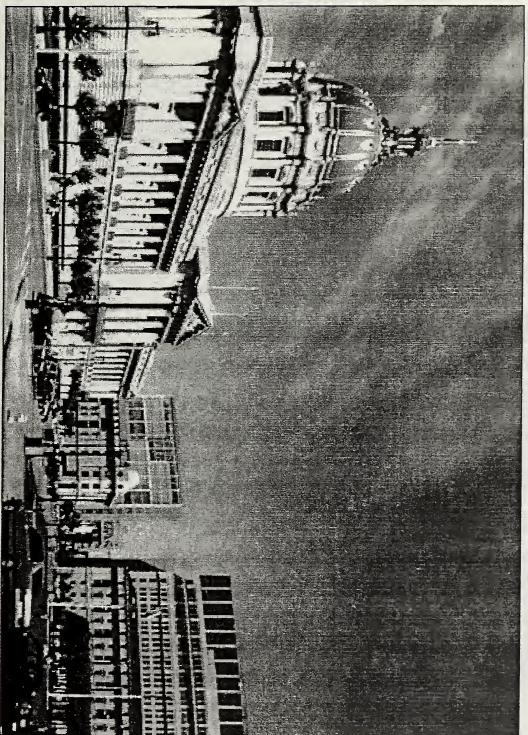
ANTONIA BAVA
LANDSCAPE
ARCHITECTS

Davis Langdon & Seah International

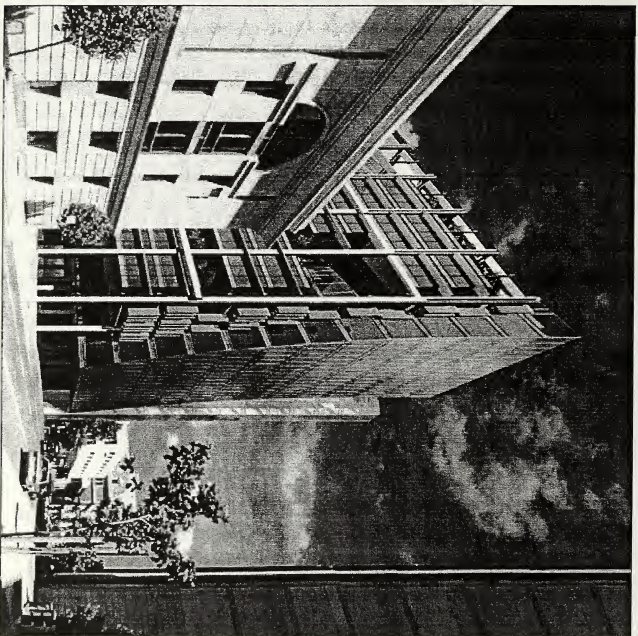
TOM ELIOT FISCH



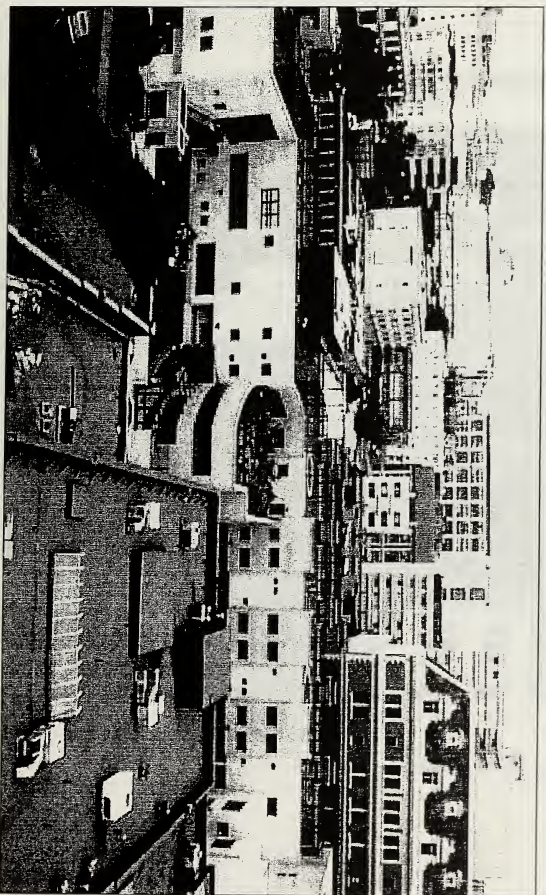
525 Golden Gate Avenue



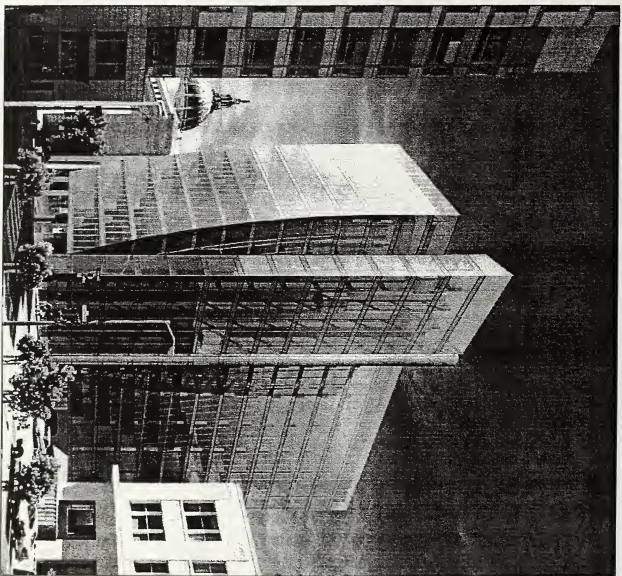
525 Golden Gate Avenue



525 Golden Gate Avenue
Tenderloin Elementary School



525 Golden Gate Avenue



**SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE
(adopted 1/17/02)**

First Tuesday of the Month, 4:00 PM

February 5, March 5, April 2, May 7, June 4,
July 2, August 6, September 3, October 1,
and December 3, 2002.

First Wednesday of the Month, 4:00 PM

January 2*, 2002
November 6**, 2002.

Third Thursday of the Month 4:00PM

January 17, February 21, March 21, April 18,
May 16, June 20, July 18, August 15,
September 19, October 17, November 21,
and December 19, 2002.

* As the January 1st New Year's Day Holiday falls on the first Tuesday of 2002, the regular Commission meeting will be held on the 1st Wednesday.

**The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
1/22/02

525 1501101 6 100 0000000





San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.

FEB - 1 2002

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, February 5, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. **APPROVAL OF THE MINUTES** ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 2, 2002.
Explanatory document: draft Minutes
2. **CITY LIBRARIAN'S REPORT** by City Librarian Susan Hildreth DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: an ALA Mid-Winter update, information on the Pinnacle contract, information on new exhibits, a report on a Main signage consulting contract, current circulation statistics, a Strategic Plan update, and announcements about public meetings on February 12th in Glen Park and February 23rd in the Richmond.
3. **LIBRARY 2002/2003 BUDGET** ACTION
Presentation of and discussion of and possible action to approve a proposed revision of the 2002/03 Library Budget.
Explanatory documents: draft 2002/2003 budget document.
4. **FRIENDS AND FOUNDATION REPORT** DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)
5. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)
6. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)



7. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. ADJOURNMENT (requires motion and public comment)

ACTION

2/29/02 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

IGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE IF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, ROBERT AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244.1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-589 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

MICHAEL HOUSH, COMMISSION SECRETARY
9/01

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE
(adopted 1/17/02)**

First Tuesday of the Month, 4:00 PM

February 5, March 5, April 2, May 7, June 4,
July 2, August 6, September 3, October 1,
and December 3, 2002.

First Wednesday of the Month, 4:00 PM

January 2*, 2002
November 6**, 2002.

Third Thursday of the Month 4:00PM

January 17, February 21, March 21, April 18,
May 16, June 20, July 18, August 15,
September 19, October 17, November 21,
and December 19, 2002.

* As the January 1st New Year's Day Holiday falls on the first Tuesday of 2002, the regular Commission meeting will be held on the 1st Wednesday.

**The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
11/8/01



January 30, 2002

San Francisco Public Library

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director 

RE: **FY 2002-03 POTENTIAL BUDGET REDUCTIONS**

ISSUE: City Departments are required by the Mayor to submit along with their proposed budgets for Fiscal Year (FY) 2002-03, reduction proposals equal to 10% of budgeted General Funds. In January, the Commission approved the Library's proposed FY 2002-03 Budget that is partially supported by a General Fund allocation of \$31.921 million. A 10% General Fund reduction is equivalent to \$3.192 million. Staff noted that reductions would only be implemented if the City's revenue situation declined from assumptions used to prepare the budget. At the January 4th meeting, staff presented a proposal that would cut program expenditures by \$1.5 million – including reductions to the book budget – and offset the balance of the required reduction by using or budgeting an additional \$1.6 million from unappropriated reserves in the Library Preservation Fund (LPF). The \$1.5 million in program cuts proposed in January are still an integral part of the reduction alternatives described below and are summarized on Attachment D. Staff noted that the use of reserves in lieu of General Fund to support Library services would essentially deplete the reserve; however, staff also noted that the plan would mitigate the need to make deeper cuts in baseline programs or services in FY 2002-03. The Commission was very concerned about depleting the reserve and directed staff to consider and present alternatives on meeting the required reductions.

ALTERNATIVES: In response to the Commission's directive, staff has prepared three additional proposals for the Commission's consideration. Details are provided on Attachments A, B, and C.

1. **75% USE OF RESERVE:** Cut program expenditures by \$1.965 million and 1.91 FTE. Budget an additional \$1.227 million from the LPF reserve to make up the difference (Attachment A).
2. **50% USE OF RESERVE:** Cut program expenditures by \$2.374 million and 6.94 FTE. Budget an additional \$18,000 from the LPF reserve to make up the difference (Attachment B).
3. **NO POSITION CUTS:** Cut program expenditures by \$2.012 million and 0.00 FTE and budget an additional \$1.180 million from the reserve to make up the difference (Attachment C).

SUMMARY OF ALTERNATIVES:

1. Under the "75%" plan, the \$3.192 million reduction would be met by reducing program expenditures by \$1.965 million and budgeting an additional \$1.227 million from unappropriated balances in the LPF. Under this plan, the Library would eliminate 1.91 FTE¹ and cut program spending by \$1.493 million and reduce the book budget by \$473,000 or 9.6%. It differs from the plan presented in January in that it includes an additional 4.6% reduction to the book budget (for a total reduction of 9.6%); and includes an additional \$223,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$409,000.
2. Under the "50%" plan, the \$3.192 million reduction would be met by reducing program expenditures by \$2.374 million and by budgeting an additional \$818,000 from unappropriated balances in the LPF. Under this plan, the Library would eliminate 6.94 FTE² and cut program spending by \$1.890 million and reduce the book budget by \$484,000 or 9.8%. It differs from the plan presented in January in that it includes an additional 4.8% reduction to the book budget (for a total reduction of 9.8%); and includes an additional \$621,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$818,000.
3. The "No Position Cut" plan is the "50%" plan without the position reductions. Under this plan, the \$3.192 million reduction would be met by reducing program expenditures by \$2.012 million and by budgeting an additional \$1.180 million from unappropriated balances in the LPF. Under this plan, the Library would cut program spending by \$1.528 million and reduce the book budget by \$484,000 or 9.8%. It differs from the plan presented in January in that it includes an additional 4.8% reduction to the book budget (for a total reduction of 9.8%); and includes an additional \$297,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$456,000.

SERVICE IMPACTS:

- **OCYS:** The proposed budget cuts will create a shortage of supplies to support programs and process materials for children and youth and cause delays in the processing of books and other materials for children and teens.
- **Automation Division:** Eliminates funds used to send out the second late notice. Although elimination of the 2nd notice will not adversely affect the materials recovery program, there may be a public services impact as library patrons adjust to receiving one notice (ten days following the due date) before receiving the invoice (at 60 days overdue). Cuts beyond this will eliminate routine computer room maintenance, reduce ability to repair equipment, and reduce ability to maintain databases funded by Prop D (Children's Baseline) funds.
- **Technical Services Division:** The current stock of library materials processing supplies will be eliminated and purchases of these items as well as office supplies and minor furnishings will be reduced. In addition, database maintenance activities will be reduced. Cuts beyond this will affect workloads associated with retrospective cataloging and inventory activities, the processing of Chinese language materials, and catalog maintenance activities.

¹ Includes eliminating 0.5 FTE for Librarian I for Mission Bay; 0.38 FTE Library Page and 0.39 FTE Temporary Help in the Main Library; 0.53 FTE Temporary Help in the Branch Library; and, 0.11 Temporary Help in OCYS.

² Includes eliminating 0.5 FTE Librarian II (Mission Bay) and 2.06 FTE Temporary Help in the Branch Library; 0.38 FTE Library Page, 1.0 3610 FTE (Borrower Services), 1.0 3616 Library Technician (SF History), and 0.39 FTE Temporary Help in the Main Library; 0.5 1404 Clerk (Finance); and 1.0 3610 Library Asst. and 0.11 Temporary Help FTE in OCYS.

- **Main Library:** The reduction in office supplies and other materials & supplies will affect staff's ability to process materials in a timely manner. This will impact circulation and collection services and reduce the ability to make materials available to the public in a timely manner. The reduction in personnel will affect staff's ability to shelve and checkout material quickly and keep reference desks open resulting in patron's inability to find material or answers to their questions.
- **Public Affairs:** Reducing funds budgeted for delivery services, equipment maintenance, graphic design supplies and materials, and miscellaneous materials will have an operational impact. Impacts include fewer mailings and overnight deliveries of materials, deferred maintenance of audio-visual equipment, fewer graphics and print supplies used for exhibits, public programs, and public announcements, and loss of funds to replace display cases.
- **Branch Libraries:** Reductions to materials and supplies budget will prohibit the replacement of broken or outdated equipment and furnishings with ergonomic workstations for staff; and to respond to emergency needs for the Branch system. The 51% reduction to temporary help funds used to hire part-time as needed (PTAN) Librarians and Library Pages needed to temporary fill vacancies and to cover staff absences will impact service hours. This cut equates to 3,636 hours of lost coverage and Branch Libraries could experience temporary closures due to inability to maintain minimum-staffing levels when regularly assigned staff is absent.
- **Operations & Maintenance:** Reductions in various maintenance supply accounts will be managed by maintaining lower levels of inventory during 2002-2003. The cuts however, will result in lower inventory levels for various maintenance supplies, eliminate the purchase of some replacement furniture and equipment, and reduce funds budgeted for building repair which will increase infrastructure deferred maintenance.
- **Administration:** A \$10,000 (10%) reduction to the training budget will result in less training for all staff. For example, InfoPeople courses that cost \$50 each keep librarians current with technology. Cutting these funds means the loss of 200 class seats for staff attending this training. In addition the reduction to funding for the Youth Works program will reduce funded positions from 8 to 6 and eliminate employment opportunities for disadvantaged and at-risk youth. A reduction of \$6,000 (20%) to the travel budget will severely limit travel and professional development opportunities at conferences and workshops and further limit the ability to fully reimburse staff traveling for business reasons. Typical cost for trips is approximately \$1,000 and reimbursement will probably not exceed \$500.

RECOMMENDATION: Staff recommends approval of the "75% Use of Reserve" plan. This plan has the least impact on public service and library operations and leaves a small reserve for emergencies and contingencies.

Attachments

cc: Paul Underwood, Chief Deputy Librarian

Division	Item	Budget	FTE	Description
10% REDUCTION		\$ (3,191,941)		
	Systemwide Reserve	\$ (1,226,771)		Represents 75% of reserve. Leaves reserve balance of \$409,000.
	Systemwide New Funding Initiatives	\$ (1,269,375)		See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted attrition (salary/fringe) savings which will reduce FTE by 8.52.
	Systemwide Book Budget (10% Reduction)	\$ (472,790)	-0.50	9.6% reduction in book budget. Reduces book budget from \$4,926 million to \$4,453 million.
		\$ (2,968,936)	-0.50	
BASELINE BUDGET REDUCTIONS				
	Travel			20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline does not adequately cover travel costs and the reduction exacerbates this situation.
City Lib		\$ (6,000)		
City Lib	Other Materials & Supplies	\$ (2,500)		Completely eliminates the office supply budget for the City Librarian.
City Lib	ILS Consultant	\$ (8,173)		Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
Finance	Commission Materials & Supplies	\$ (1,000)		20% reduction to Commission's operating budget.
HR	Materials & Supplies	\$ -	0.00	
HR	Eliminate 1404 Clerk (0.5 FTE)	\$ (2,590)		52% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,600)		Reduces from 8 to 6, the number of disadvantaged youth the Library can hire.
HR	DTIS TLC Work Order	\$ (2,735)		Additional loss of training opportunities for staff. Provides computer related training.
HR	DHR Mgt. Training Work Order	\$ (200)		Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION, SUBTOTAL	\$ (37,798)	0.00	
Main	Office supplies (book trucks, book ends, binders, shelf labels, etc.)	\$ (2,500)		22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Other Materials & Supplies (Gressco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies,	\$ (9,900)		22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
a/ Main	Eliminate 0.38 Page	\$ (12,840)	-0.38	15 hour Page. Staffs page desk, shelves materials. Loss of position will result in diminished capacity to return materials to shelves in a timely manner and less assistance at paging desks.
a/ Main	Eliminate 36.10 Borrower Svcs	\$ -	0.00	
a/ Main	Eliminate 36.16 SF History	\$ -	0.00	
a/ Main	Reduce Temporary Help	\$ (18,240)	-0.38	Funds part-time as needed (PTAN) librarians that staff reference desks due to vacancies, sickness, vacations, attendance at training or conferences, or emergencies. Loss of 15 hours of service at reference desks. This is a 15% cut in temp help.
	MAIN LIBRARY, SUBTOTAL	\$ (43,480)	-0.77	

Division	Item	Budget	FTE	Description
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (4,195)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries; reduced capacity to repair AV equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (4,195)	0.00	
Operations	Small equipment repair	\$ (1,000)		15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)		20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)		7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)		11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)		68% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account	\$ (4,000)		80% reduction in funds budgeted for the purchase of forms (e.g.,)
Operations	Electrical Supplies	\$ (5,000)		13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)		20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
Operations	Equipment Rental (service maintenance on copier)	\$ (1,200)		Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ -		33% reduction in funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ -		20% reduction in funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ -		50% reduction in funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ -		33% reduction in funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPW-BBR Work Order (routine maintenance & repairs performed by BBR.	\$ -		Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ -		20% reduction in funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (27,000)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RUN Searching	\$ (350)		
Techn Svcs	Barcodes	\$ (1,000)		Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)		Funds budgeted to buy security strips. Viable as book purchases will also be reduced.
Techn Svcs	Furniture	\$ (4,200)		Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (7,252)	0.00	Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory; and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.
	TECHN SVCS, SUBTOTAL	\$ (15,302)	0.00	
Automation	2nd Overdue Notice	\$ (22,000)		Reduces the number of notices for overdue materials from 3 to 2 -- eliminates the second notice.

Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT A
75% Use of Reserve

Division	Item	Budget	FTE	Description
Automation	Computer Room Maintenance	\$ -	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (22,000)	0.00	
OCYS	Eliminate 3610 Catalog Support for Children's Materials (Position in Technical Svcs)	\$ -	0.00	
OCYS	Temp Help (OCYS)	\$ (5,283)	-0.11	Eliminates temporary help budget. If workload cannot be absorbed by staff loss of funds will result in reductions to service.
OCYS	Office Supplies (OCYS)	\$ (1,030)		26.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)		50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)		Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)		7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,928)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,681)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00	55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (23,230)	-0.11	Overall cut reflects a 45.9% reduction to funds budgeted in OCYS for these purposes.
Branch	Material & Supplies	\$ (25,000)		21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture, purchase ergonomic workstations for staff, and to respond to emergencies.
Branch	Temporary Help	\$ (25,000)	-0.53	51% reduction to TH funds used to hire part-time as needed (PTAN) Librarians and Library Pages needed to temporary fill vacancies and to cover staff absences. Equates to 3,636 hours of coverage lost.
	BRANCH, SUBTOTAL	\$ (50,000)	-0.53	
	SUBTOTAL, BASELINE REDUCTIONS	\$ (223,005)	-1.41	
	TOTAL REDUCTIONS	\$ (3,191,941)	-1.91	

Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT B
50% Use of Reserve

Division	Item	Budget	FTE	Description
10% REDUCTION		\$ (3,191,941)		
Systemwide	Reserve	\$ (817,849)	0.00	Represents 50% of reserve. Leaves reserve balance of \$818,000.
Systemwide	New Funding Initiatives	\$ (1,269,375)	-0.50	See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted attrition (salary/fringe) savings which will reduce FTE by 6.52.
Systemwide	Book Budget (10% Reduction)	\$ (483,729)	0.00	3.8% reduction in book budget. Reduces book budget from \$4,926 million to \$4,442 million.
		\$ (2,570,953)	-0.50	
BASELINE BUDGET REDUCTIONS				
	Travel			20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline does not adequately cover travel costs and the reduction exacerbates this situation.
City Lib		\$ (6,000)	0.00	
City Lib	Other Materials & Supplies	\$ (2,500)	0.00	Completely eliminates the office supply budget for the City Librarian.
City Lib	ILS Consultant	\$ (8,173)	0.00	Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
City Lib	Commission Materials & Supplies	\$ (1,000)	0.00	20% reduction to Commission's operating budget.
Finance	Eliminate 1404 Clerk (0.5 FTE)	\$ (24,780)	-0.50	Position responsible for receiving and date stamping invoices, reviewing travel and employee expense claims, receiving and logging vendor calls and inquiries, receiving and distributing mail, and general office assistance.
HR	Materials & Supplies	\$ (2,550)	0.00	52% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,600)	0.00	Reduces from 8 to 6, the number of disadvantaged youth the Library can hire.
HR	DTIS TLC Work Order	\$ (2,735)	0.00	Additional loss of training opportunities for staff. Provides computer related training.
HR	DHR Mgt. Training Work Order	\$ (200)	0.00	Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION, SUBTOTAL	\$ (62,578)	-0.50	
				22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Office supplies (book trucks, book ends, binders, shelf labels, etc.)	\$ (2,500)	0.00	
Main	Other Materials & Supplies (Gresco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies,	\$ (9,900)	0.00	22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Eliminate 0.38 Page	\$ (12,840)	-0.38	15 hour Page. Staffs page desk, shelves materials. Loss of position will result in diminished capacity to return materials to shelves in a timely manner and less assistance at paging desks.
Main	Eliminate 3510 Borrower Svcs	\$ (57,353)	-1.00	Full-time position. Loss of position will reduce ability to assist the public.
Main	Eliminate 3616 SF History	\$ (67,568)	-1.00	Full-time position. Loss of position will reduce ability to serve the public.
Main	Reduce Temporary Help	\$ (18,240)	-0.39	Funds part-time as needed (PTAN) librarians that staff reference desks due to vacancies, sickness, vacations, attendance at training or conferences, or emergencies. Loss of 15 hours of service at reference desks. This is a 15% cut in temp help.
	MAIN LIBRARY, SUBTOTAL	\$ (168,410)	-2.77	

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

50% Use of Reserve

Division	Item	Budget	FTE	Description
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (12,191)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair AV equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00	
Operations	Small equipment repair	\$ (1,000)	0.00	15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00	20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00	7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)	0.00	11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00	68% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Farms account	\$ (4,000)	0.00	80% reduction in funds budgeted for the purchase of farms (e.g.,)
Operations	Electrical Supplies	\$ (5,000)	0.00	13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	0.00	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
Operations	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00	Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ (3,000)	0.00	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ (10,000)	0.00	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00	50% reduction to funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00	33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPW/BBR Work Order (routine maintenance & repairs performed by BBR.	\$ (8,569)	0.00	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & oris, lock parts, back-up batteries, etc.)	\$ (25,500)	0.00	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (79,169)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RLIN Searching	\$ (350)	0.00	
Techn Svcs	Barcodes	\$ (1,000)	0.00	Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00	Funds budgeted to buy security strips. Viable as book purchases will also be reduced.
Techn Svcs	Furniture	\$ (4,200)	0.00	Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (38,418)	0.00	Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory, and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.
	TECHN SVCS, SUBTOTAL	\$ (44,468)	0.00	
Automation	2nd Overdue Notice	\$ (22,000)	0.00	Reduces the number of notices for overdue materials from 3 to 2 - eliminates the second notice

Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT B
50% Use of Reserve

Division	Item	Budget	FTE	Description
Automation	Computer Room Maintenance	\$ (16,236)	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (38,236)	0.00	
OCYS	Eliminate 3510 Catalog Support for Children's Materials (Position in Technical Svcs)	\$ (45,900)	-1.00	Full-time position in Technical Services funded by Prop D (Children's Baseline) funds. Position assists with processing of children/youth materials. May impact processing of materials.
OCYS	Temp Help (OCYS)	\$ (5,283)	-0.11	Eliminates temporary help budget. If workweek cannot be absorbed by staff loss of funds will result in reductions to service.
OCYS	Office Supplies (OCYS)	\$ (1,030)		26.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)		50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)		Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)		7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,926)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,681)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)		55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (69,130)	-1.11	Overall cut reflects a 45.9% reduction to funds budgeted in OCYS for these purposes.
Branch	Material & Supplies	\$ (50,000)	0.00	21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to emergencies.
Branch	Temporary Help	\$ (96,806)	-2.06	51% reduction to TH funds used to hire part-time as needed (PTAN) Librarians and Library Pages needed to temporary fill vacancies and to cover staff absences. Equates to 3,636 hours of coverage lost.
	BRANCH, SUBTOTAL	\$ (146,806)	-2.06	
	SUBTOTAL, BASELINE REDUCTIONS	\$ (620,988)	-8.44	
	TOTAL REDUCTIONS	\$ (3,191,941)	-6.94	

Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT C
No Position Cuts

Division	Item	Budget	FTE	Description
10% REDUCTION		\$ (3,191,944)		
Systemwide	Reserve	\$ (1,180,345)	0.00	Represents 72% of reserve. Leaves reserve balance of \$455,000.
Systemwide	New Funding Initiatives	\$ (1,230,375)	0.00	See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted attrition (salary/fringe) savings which will reduce FTE by 8.52.
Systemwide	Book Budge (10% Reduction)	\$ (483,729)	0.00	9.6% reduction in book budget. Reduces book budget from \$4,926 million to \$4,442 million.
		\$ (2,894,449)	0.00	
BASELINE BUDGET REDUCTIONS				
City Lib	Travel			20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline doesn't adequately cover travel costs and the reduction exacerbates this situation.
City Lib	Other Materials & Supplies	\$ (6,000)	0.00	
		\$ (2,500)	0.00	Completely eliminates the office supply budget for the City Librarian.
City Lib	I/L Consultant	\$ (8,173)	0.00	Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
City Lib	Commission Materials & Supplies	\$ (1,000)	0.00	20% reduction to Commission's operating budget.
Finance	Eliminate 1404 Clerk (0.5 FTE)	\$ -	0.00	
HR	Materials & Supplies	\$ (2,590)	0.00	52% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,600)	0.00	Reduces from 8 to 6, the number of disadvantaged youth the Library can hire.
HR	DTIS TLC Work Order	\$ (2,735)	0.00	Additional loss of training opportunities for staff. Provides computer related training.
HR	DHR Mgt. Training Work Order	\$ (200)	0.00	Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION, SUBTOTAL	\$ (37,798)	0.00	
Main	Office supplies (book trucks, book ends, binders, shelf labels, etc.)	\$ (2,500)	0.00	22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Other Materials & Supplies (Gresco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies.	\$ (9,900)	0.00	22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
a/ Main	Eliminate 0.38 Page	\$ -	0.00	
a/ Main	Eliminate 3510 Borrower Svcs	\$ -	0.00	
a/ Main	Eliminate 3616 SF History	\$ -	0.00	
a/ Main	Reduce Temporary Help	\$ -	0.00	
	MAIN LIBRARY, SUBTOTAL	\$ (12,400)	0.00	
Public Affairs	Delivery svcs. equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (12,191)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair AV equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00	

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT C
No Position Cuts

Division	Item	Budget	FTE	Description
Operations	Small equipment repair	\$ (1,000)	0.00	15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00	20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00	7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)	0.00	11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00	66% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Furnish account	\$ (4,000)	0.00	80% reduction in funds budgeted for the purchase of forms (e.g., 13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Electrical Supplies	\$ (5,000)	0.00	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	0.00	Eliminates service maintenance agreement funds for O&M's copier.
Operations	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Small tools & instruments	\$ (3,000)	0.00	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Building and Construction Supplies	\$ (10,000)	0.00	50% reduction to funds budgeted for professional moving services.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00	33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	DPW-BBR Work Order (routine maintenance & repairs performed by BBR.	\$ (8,669)	0.00	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ (25,500)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Operations	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (79,189)	0.00	
Techn Svcs	RUN Searching	\$ (350)	0.00	Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Barcodes	\$ (1,000)	0.00	Library will purchase fewer security strips. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00	Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Furniture	\$ (4,200)	0.00	Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory, and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.
Techn Svcs	Retrospective Conversion	\$ (35,418)	0.00	
Techn Svcs	TECHN SVCS, SUBTOTAL	\$ (44,468)	0.00	
Automation	2nd Overdue Notice	\$ (22,000)	0.00	Reduces the number of notices for overdue materials from 3 to 2 - eliminates the second notice.
Automation	Computer Room Maintenance	\$ (16,236)	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
Automation	AUTOMATION, SUBTOTAL	\$ (38,236)	0.00	
OCYS	Eliminate 3610 Catalog Support for Children's Materials (Position in Technical Svcs)	\$	0.00	Full-time position in Technical Services funded by Prop D (Children's Baseline) funds. Position assists with processing of children/youth materials. May impact processing of materials.

Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT C
No Position Cuts

Division	Item	Budget	FTE	Description
OCYS	Temp Help (OCYS)	\$ (5,283)	0.00	26.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Office Supplies (OCYS)	\$ (1,030)	0.00	50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)	0.00	Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)	0.00	Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)	0.00	7.5% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,926)	0.00	Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,681)	0.00	Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00	55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (23,230)	0.00	Overall cut reflects a 45.9% reduction to funds budgeted in OCYS for these purposes.
Branch	Material & Supplies	\$ (50,000)	0.00	21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to emergencies.
Branch	Temporary Help	\$ -	0.00	
	BRANCH, SUBTOTAL	\$ (50,000)	0.00	
	SUBTOTAL, BASELINE REDUCTIONS	\$ (297,492)	0.00	
	TOTAL REDUCTIONS	\$ (3,191,941)	0.00	

Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS

FY 2002-03 10% REDUCTION PLANNING	MAIN	BRANCH	TECHN SRVCS	IRMO	PUBLIC AFFAIRS	AUTOMATION	OS&M	ADMIN	CHILDREN'S BASELINE	TOTAL
TOTAL PROPOSED BUDGET 02-03	\$ 12,363,009	\$ 12,690,446	\$ 3,832,647	\$ 4,904,589	\$ 1,059,522	\$ 3,212,394	\$ 6,859,606	\$ 2,738,282	\$ 5,855,105	\$ 53,515,600
ALLOCATED REDUCTIONS										
Tool Lending Center		\$ -								
Salary Savings Increase	\$ (120,366)	\$ (114,813)	\$ (33,889)	\$ (7,709)	\$ (6,775)	\$ (12,101)	\$ (44,745)	\$ (16,954)	\$ (49,660)	\$ (409,031)
Mission Bay Librarian		\$ (39,000)								\$ (39,000)
Branch Telephones		\$ (140,000)								\$ (140,000)
Self Charge Machines		\$ (66,000)								\$ (66,000)
Telephone Systems		\$ (140,000)								\$ (140,000)
Repro/Translation Svcs				\$ (25,000)						\$ (25,000)
AIM Conversion										
Automation Staff Reclass						\$ (74,000)				\$ (74,000)
Branch M&R							\$ (198,344)			\$ (198,344)
Computer Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (178,000)	\$ -	\$ -	\$ -	\$ (178,000)
SUBTOTAL	\$ (120,366)	\$ (499,813)	\$ (33,889)	\$ (7,709)	\$ (33,775)	\$ (264,101)	\$ (243,089)	\$ (16,954)	\$ (49,660)	\$ (1,269,375)
5% Book Budget Reduction				\$ (206,257)					\$ (40,025)	\$ (246,282)
SUBTOTAL REDUCTIONS	\$ (120,366)	\$ (499,813)	\$ (33,889)	\$ (213,966)	\$ (33,775)	\$ (264,101)	\$ (243,089)	\$ (16,954)	\$ (89,685)	\$ (1,515,657)

DRAFT



San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT

FEB 25 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, February 5, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, February 5, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by President Higuera.

The following members were noted present: Commissioners Bautista, Chin, Coulter and Streets. Commissioners Steiman and Swig were excused attendance.

President Higuera announced that Agenda Item #3 Library Budget would be taken up second and then the City Librarian's Report would be heard.

AGENDA ITEM #1 APPROVAL OF THE JANUARY 2, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE JANUARY 2, 2002

An anonymous member of the public provided copies of and commented the Fuhrman Fund discussion that occurred at the January 17th meeting as not reported in the Minutes. The anonymous member of the public also commented on the Commissioners' duties as Trustees of the Fuhrman Fund. Mr. Ed Regan requested that his comment concerning library furniture be amplified to include comfortable chairs. Mr. Peter Warfield found the Minutes deficient and cited a variety of things he believed had been left out. Mr. Warfield noted in particular discussions concerning the affinity centers, creation of space for books, and the Systemwide Support Services Center.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE JANUARY 2, 2002 MINUTES

MOTION: by Commissioner Coulter, seconded by Commissioner Chin for approval of the Minutes of January 2, 2002.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higuera, and Streets)

AGENDA ITEM #3 LIBRARY 2002/2003 BUDGET

Mr. George Nichols, Library Finance Director provided an extensive overview of three proposed options that the Commission could consider to address the Mayor's Budget Office's mandate of a 10% reduction in the Library 2002/03 Budget (copy attached). Mr. Nichols then discussed details of and implications of the impact on staffing and public services of each of the possible reduction plans.

Ellie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
President

Carol Steiman
President

Len Marte Bautista
Nannie K. Chin
Steven A. Coulter
In A. Streets
Brian W. Swig
Commissioners

San Hildreth
City Librarian

Michael Housh
Commission Secretary



PUBLIC COMMENT ON AGENDA ITEM #3

An anonymous member of the public commented on the lack of overall budget context for the proposed reductions. The anonymous member of the public suggested that the Library's Public Relations Department budget be reduced in favor of public services. Ms. Sue Cauthen urged elimination of book budget reductions. Mr. Ed Regan requested that the proposed book budget reductions be reported in fiction and non-fiction and encyclopedias. Ms. Amanda Thomas, Manager of the Tool Lending Center pointed out that it had become a valuable community resource. Ms. Thomas pointed out that the Tool Lending Center was a model for other communities and that it was playing an important role as a partner with the American Red Cross in community emergency and earthquake preparations. Mr. Peter Warfield commented that information on the budget had not been accurately presented and was not in context because information on the entire budget was lacking. Mr. Warfield noted that an accelerated purchase of computers was not discussed nor were other options offered instead of reductions in the book budget. Mr. Warfield commented that elimination of 2nd notices was proposed even though the Board of Supervisors had wanted the Library to send out 2nd notices on overdue materials.

COMMISSION COMMENT ON AGENDA ITEM #3 LIBRARY 2002/03 BUDGET

In response to questions by Commissioner Streets, Mr. Nichols and the City Librarian discussed the Library's gradual reduction in financial support for the Tool Lending Center, described funding for maintenance in branch libraries planned for renovation in the Branch Bond Program, and identified the PTAN (part time as needed) and other unfilled positions that were proposed for cuts. Ms. Kathy Lawhun, Chief of the Main Library explained that public services could be maintained with the reductions proposed. Commissioner Streets commented that she was not optimistic about economic recovery and was concerned that the Library maintain reserve funds to prevent a re-occurrence of financial problems experienced in the previous recession. The City Librarian and Mr. Nichols noted that preserving current full time positions was a high priority and that the reality that personnel costs were 80% of the Library Budget and the Book Budget 10% directed where reductions had to occur. Mr. Nichols also noted that the Library's previous fiscal difficulties had been rooted in financial mis-management that no longer existed. The Commissioners discussed several ways that the reductions might be made without further reducing the book budget. Commissioner Bautista expressed the hope that the local economy would revive thus eliminating the need for the cuts. Commissioner Coulter suggested that some of the proposed reduction in the Book Budget be restored and replaced with cuts in positions. The City Librarian and Mr. Nichols proposed that the Commission consider adopting the proposed 75% use of reserve proposal with changes in the planned position reductions while limiting reductions in the book Budget to 5%.

MOTION: by Commissioner Bautista, 2nd by Commissioner Streets for approval of the 2002/03 Library budget reduction proposal calling for using 75% of the reserve funds and with a limitation of the reduction in the book budget to 5%.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higuera, and Streets)

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported to the Commission on the ALA (American Library Association) Mid-Winter gathering. Ms. Hildreth noted that SFPL Librarian Cathy Bremer had been named to a Task Force on Pay Equity for Librarians by ALA President Mitch Friedman. The City Librarian then provided a report on the Pinnacle copiers' contract. Ms. Hildreth then reported on upcoming exhibits and provided an update on the Main Library signage-consulting contract. The City Librarian then reported that current circulation statistics showed an increase of 20% over the previous year. Ms. Hildreth reported to the Commissioners on the on-going work to develop a Library Strategic Plan as requested by Commissioner Swig. The City Librarian provided a memo (copy attached) outlining a proposed process leading to adoption of a new Strategic Plan in the Fall. Lastly, the City Librarian announced branch library related public meetings planned for February 12th in Glen Park and February 23rd in the Richmond (report attached.)

President Higuera called for a brief recess at 5:57M

Commission Streets left the meeting during the recess.

The Commission returned to session at 6:07PM

PUBLIC COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented favorably about being informed of when the meeting would reconvene and was gratified to learn of the exhibit on the design charrette held in October. This person expressed a hope that equal time would be devoted to the Commission's public planning process for the branch libraries. The anonymous member of the public commented that the cost of copying was too high in the library, that the Commission should take a close look at the Pinnacle Contract. This person also commented that circulation statistics had traditionally increased in hard times emphasizing the importance of providing basic public service. Mr. Ed Regan asked that the price of copies be reduced to 15 cents each and if needed the library should subsidize their cost. Mr. Regan commented that circulation statistics should not be taken too seriously and that he planned to attend the announced public meetings and offer comments. Mr. Peter Warfield observed that library copying costs were high and a source of negative patron comments about the library. Mr. Warfield commented that he found the memo on the Strategic Plan inaccurate. Mr. Warfield noted that he had requested forms related to strategic planning and not received any, that there was very little public discussion of the plan, that the Commission had rejected the previous version of the strategic plan, and that there was little opportunity for public input in the proposed process.

COMMISSION COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by President Higuera, the City Librarian reported that maintaining the current 15-cent per copy charge was a key negotiating factor in choosing the vendor for

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

the copying contract. The City Librarian reported that free copies were no longer possible and in response to a question by Commission Bautista noted that the charges were the same at the Main Library and in the branches. President Higuera asked if there was any evidence that cheaper copies did anything to reduce material damage or theft. The City Librarian commented that getting a vendor who would meet the Library's needs had been challenging. Ms. Hildreth observed that the Library already subsidized copies to some extent and that the new vendor would do cash handling as well as equipment maintenance. President Higuera commented that he was pleased that the strategic planning effort was underway and looked forward to it unfolding in a workman like fashion without delay.

AGENDA ITEM # 4 FRIENDS AND FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation announced the selection of Martin Gomez, currently Director of the Brooklyn Public Library, to assume the position of Executive Director of the Friends and Foundation on March 1, 2002. Ms. Adam then informed the Commissioners concerning Mr. Gomez's long and distinguished career as a librarian.

Public comment on Agenda Item #4 FRIENDS AND FOUNDATION REPORT

None offered.

AGENDA ITEM #5 LABOR UNION REPORT

None offered.

AGENDA ITEM #6 NEW BUSINESS

Commissioner Bautista raised questions about what could be done to resolve graffiti problems defacing a mural located on the exterior of the Ortega Branch Library. In response to President Higuera's comments on how to address problems with art works painted on branch libraries, the Deputy City Librarian discussed some of the general issues involved and noted similar problems with a mural at the Bernal Heights Branch Library. In response to questions by Commissioner Bautista concerning graffiti in Main Library elevators, Ms. Hildreth reported that a remedy should be in place by the end of the year. Commissioner Bautista also suggested more frequent cleaning of the 1st floor rest rooms. President Higuera requested an update on the proposed Customer Service Guideline suggested by former City Librarian Regina Minudri. Deputy City Librarian Paul Underwood proposed to bring a customer service guidelines developed with staff input to the Commission for its review and consideration at an upcoming meeting.

PUBLIC COMMENT ON AGENDA ITEM #6 NEW BUSINESS

An anonymous member of the public called attention to a missing page from some copies of the agenda, noted that this item was to introduce items not discuss them, and commented that it was very important to discuss the issue of graffiti. This individual observed that damage to murals was unusual and that this discussion raised items that should be considered in greater depth. Mr. Ed Regan commented that he did not believe that graffiti was a big problem and that it should be able to be removed easily. Mr. Peter Warfield

The number of members of the public who spoke anonymously at this meeting. 1

commented that all of the issues raised should be put on future agendas, suggested that a list of proposed agenda items be made.

Agenda item #7 PUBLIC COMMENT

An anonymous member of the public spoke about the book The Ugly American and observed that the definition of "good people" was always arbitrary, that this person had always viewed themselves as a good person, and that they had been shocked when they discovered that they had not received the respect they expected from those running the library. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week, that the Main Library install a fire escape and manually operated elevators that could provide needed employment. Mr. Peter Warfield noted three comments, first that some copies of the agenda and explanatory documents available to the public were missing pages. Mr. Warfield next thanked the Commissioners for their discussion and votes on the budget, calling attention to Commissioner Coulter's question about slowing computer system purchases. Mr. Warfield then asked about public input concerning the ILS (Integrated Library System) contract, if this process was in compliance with the Sunshine Ordinance, and called for a discussion of the contract to be placed on a meeting agenda.

President Higuera called Mr. Regan's attention to the life safety design features that were mandated when the Main Library was built. President Higuera further informed Mr. Regan that the State Elevator Code precluded manually operated elevators.

AGENDA ITEM #8 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Chin that the meeting be adjourned In Memoriam of Mary Louise Stong, an esteemed civic and community leader on behalf of the San Francisco Public Library.

Commissioner Coulter reported that Ms. Stong had passed away on January 18, 2002 and lauded her decades of dedicated and skillful civic leadership on behalf of the public library. Commissioner Coulter called attention to Ms. Stong's years of heroic behind the scenes work for California's libraries beginning during her childhood in Porterville, California. Commissioner Coulter noted that after her graduation from Stanford University she began more than 45 years of hard work defending libraries. Commissioner Coulter cited many stories of Ms. Stong's work that saved book budgets, guaranteed secure funding for the San Francisco Public Library, and raised the condition of public libraries throughout California. Commissioner Chin noted that Ms. Stong provided an excellent example of selfless leadership.

Public comment on Agenda item #12 ADJOURNMENT

An anonymous member of the public commented that Ms. Stong had been a stalwart for the library, noting that Ms. Stong had served as a Library Commissioner, that she had regularly attended Library Commission meetings for years before she became a Commissioner, and that she had been a great lover of books.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higuera)

The meeting was adjourned at 6:54PM.

Michael Housh, Commission Secretary 2/20/02

The number of members of the public who spoke anonymously at this meeting. 1

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Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the regular Commission Meeting of February 5, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

FY 2002-03

Potential Budget Reductions

FY 2002-03 BUDGET

- Approved by Commission. Budget assumes CY revenue. \$54.3 million budget which includes General Fund of \$31.192 million.
- Prepare and submit reduction proposals equal to 10% of budgeted General Fund. 10% GF reduction = \$3.192 million.
- Cuts will be implemented only if City's/Library's revenue picture doesn't improve from assumptions used in preparing the budget.
- Staff presented plan in January that called for \$1.6 million in program cuts -- including 5% reduction to book budget -- and use of \$1.5 million LPF reserve to meet requirement.
- Plan would deplete LPF reserve but mitigate need to make deep program or service cuts. Some expectation that revenue picture will improve.
- Commission concerned with depleting LPF reserve and directed staff to develop alternatives.
- Time is of the essence (budget due Feb. 20th).

ALTERNATIVES

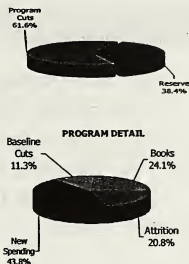
- 1) Full Use of Reserve (Jan.)
- 2) 75% Use of Reserve
- 3) 50% Use of Reserve
- 4) No Position Cut

IMPACTS

- **Public service and/or operational capability in all programs will be diminished by cuts.**
 - **Public Service:** fewer positions; less temp help/PTAN funding; affects service hours; less money for books; book processing materials & supplies; program materials & supplies; etc.
 - **Operations:** Less money for program materials and supplies, office supplies, professional svcs, replacement computers, etc.
 - **Facility Maintenance:** Eliminates facility maintenance and special infrastructure project funds; less money for building/equipment maintenance supplies and materials; more deferred maintenance.
 - **Staff Development:** Less money staff training and travel to conferences, seminars, workshops, etc.

75% Use of Reserve

- **Cut spending by \$1.965 million.**
 - Eliminate 1.91 FTE
 - Reduce program spending by \$1.493 million.
 - Reduce the book budget by \$473,000 (9.6%)
- **Budget \$1.227 million from LPF reserves.**
 - Leaves reserve balance of \$409,000.



75% Use of Reserve

- Increase attrition savings rate 1% (**\$409,000**).
- Eliminate funding for "new spending" initiatives. Includes telephone system upgrades, Branch M&R, computer replacement, Mission Bay Librarian, self-charge machines, repro/translation srvc's, and Automation reclasses (**\$860,000**).
- Additional baseline reductions: 1.91 FTE, temp help, travel, training, bldg/equip. maintenance material and supplies, Youth Works funding, book processing materials & supplies, office materials & supplies (**\$223,000**).
- Reduce spending for books by 9.6%. Leaves \$4.4 million (**\$473,000**).
- Budget additional reserve funds (**\$1.227 million**).

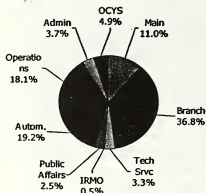
75% Use of Reserve

FTE REDUCTIONS

- 0.5 Lib II (Mission Bay)
- 0.38 Lib Page (Main)
- 0.39 Temp Help (Main)
- 0.53 Temp Help (Branch)
- 0.11 Temp Help (OCYS)
- 1.91 TOTAL

75% Use of Reserve

(Program Reductions)



MAIN	\$ (163,866)
BRANCH	\$ (549,813)
TECHN SRVC	\$ (49,191)
IRMO	\$ (7,709)
PUBLIC AFFAIRS	\$ (37,970)
AUTOMATION	\$ (286,101)
OPERATIONS	\$ (270,089)
ADMIN	\$ (54,752)
OCYS	\$ (72,890)
TOTAL	\$ (1,492,380)

50% Use of Reserve

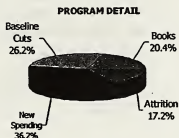
- **Cut spending by \$2.374 million.**

- Eliminate 6.94 FTE
- Reduce program spending by \$1.890 million.
- Reduce the book budget by \$484,000 (9.8%)



- **Budget \$818,000 from LPF reserves to offset cuts.**

- Leaves reserve balance of \$818,000.



50% Use of Reserve

- Increase attrition savings rate 1% (**\$409,000**).
- Eliminate funding for "new spending" initiatives. Includes funding for telephone system upgrades, Branch M&R, computer replacement, Mission Bay Librarian, self-charge machines, repro/translation srvc, and Automation reclasses (**\$860,000**).
- Additional baseline reductions: ^{6.94}1.91 FTE, temp help, travel, training, bldg/equip. maintenance material and supplies, Youth Works funding, book processing materials & supplies, office materials & supplies, retrospective conversion, eliminate second notice (**\$621,000**).
- Reduce spending for books by 9.6%. Leaves \$4.4 million (**\$484,000**).
- Budget additional reserve funds (**\$818,000**). Leaves reserve balance of \$818,000.

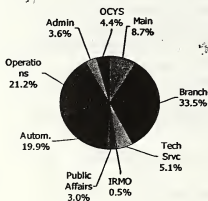
6.94 FTE

50% Use of Reserve

FTE REDUCTIONS

- 0.5 Lib II (Mission Bay)
- 0.38 Lib Page (Main)
- 1.0 Lib Assistant (Main - Borrower Svcs)
- 1.0 Lib Techn I (Main - SF History)
- 0.39 Temp Help (Main)
- 2.06 Temp Help (Branch)
- 1.0 Lib Assistant (OCYS)
- 0.11 Temp Help (OCYS)
- 0.50 Clerk (Finance Office)
- 6.94 TOTAL

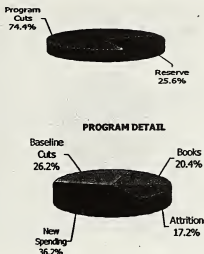
50% Use of Reserve



MAIN LIBRARY	\$ (288,796)
BRANCH	\$ (646,619)
TECH SRVCS	\$ (78,357)
IRMO	\$ (7,709)
PUBLIC AFFAIRS	\$ (45,966)
AUTOMATION	\$ (302,337)
OPERATIONS	\$ (322,258)
ADMIN	\$ (79,532)
OCYS	\$ (118,790)
TOTAL	\$ (1,890,363)

No Position Cuts

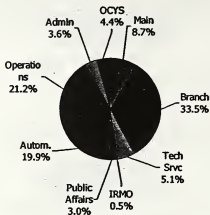
- **Cut spending by \$2.012 million.**
 - Eliminate 0.00 FTE
 - Reduce program spending by \$1.528 million.
 - Reduce the book budget by \$484,000 (9.8%)
- **Budget \$1.180 million from LPF reserves to offset cuts.**
 - Leaves reserve balance of \$456,000.



No Position Cuts

- Increase attrition savings rate 1% (**\$409,000**).
- Eliminate funding for "new spending" initiatives. Includes telephone system upgrades, Branch M&R, computer replacement, self-charge machines, repro/translation srvcs, and Automation reclasses (**\$821,000**).
- Additional baseline reductions: Travel, training, bldg/equip. maintenance material and supplies, Youth Works funding, book processing materials & supplies, office materials & supplies, eliminate second notice, retrospective conversion (**\$297,000**).
- Reduce spending for books by 9.6%. Leaves \$4.4 million (**\$484,000**).
- Budget additional reserve funds (**\$1.181 million**). Leaves reserve balance of \$456,000.

No Position Cuts



MAIN LIBRARY	\$ (132,785)
BRANCH	\$ (510,813)
TECH SRVCS	\$ (78,357)
IRMO	\$ (7,709)
PUBLIC AFFAIRS	\$ (45,966)
AUTOMATION	\$ (302,337)
OPERATIONS	\$ (322,258)
ADMIN	\$ (54,752)
OCYS	\$ (72,890)
TOTAL	\$ (1,527,867)

COMPARISON

(in 000's)

	January Plan	Change	75% Reserve	Change	50% Reserve	Change	No Pos Cuts
FIE	0.00	1.41	1.91	4.63	6.54	(6.54)	0.00
New Funding Initiatives	\$1,414	\$ (146)	\$1,269	\$ -	\$1,269	\$ (39)	\$1,230
Additional Baseline Reductions	\$ -	\$ 223	\$ 223	\$ 388	\$ 621	\$ (394)	\$ 297
Subtotal, Program Reductions	\$1,414	\$ 78	\$1,492	\$ 388	\$1,890	\$ (363)	\$1,527
Book Budget	\$ 246	\$ 227	\$ 473	\$ 11	\$ 484	\$ -	\$ 484
Total, Reductions	\$1,660	\$ 305	\$1,965	\$ 409	\$2,374	\$ (363)	\$2,011
Reserve	\$1,532	\$ (306)	\$1,227	\$ (409)	\$ 818	\$ 383	\$1,181
Total	\$3,192	\$ -	\$3,192	\$ -	\$3,192	\$ -	\$3,192

COMPARISON

	75%	Change	50%	Change	No Pos Cuts
MAIN	\$ (163,885)	\$ (124,900)	\$ (288,786)	\$ 155,011	\$ (132,785)
BRANCH	\$ (548,813)	\$ (56,806)	\$ (605,619)	\$ 135,806	\$ (510,813)
TECHN SVAC	\$ (48,191)	\$ (29,168)	\$ (78,357)	\$ -	\$ (78,357)
IRMO	\$ (7,709)	\$ -	\$ (7,709)	\$ -	\$ (7,709)
PUBLIC AFFAIRS	\$ (37,970)	\$ (7,996)	\$ (45,966)	\$ -	\$ (45,966)
AUTOMATION	\$ (286,101)	\$ (16,236)	\$ (302,337)	\$ -	\$ (302,337)
OPERATIONS	\$ (270,089)	\$ (52,769)	\$ (322,858)	\$ -	\$ (322,858)
ADMIN	\$ (54,752)	\$ (24,780)	\$ (79,532)	\$ 24,780	\$ (54,752)
CCYS	\$ (72,880)	\$ (45,900)	\$ (118,780)	\$ 45,889	\$ (72,891)
SUBTOTAL, PRG CUIS	\$ (1,482,381)	\$ (337,983)	\$ (1,820,364)	\$ 352,486	\$ (1,527,865)
BOOK BUDGET	\$ (472,750)	\$ (10,939)	\$ (483,729)	\$ -	\$ (483,729)
RESERVE	\$ (1,226,771)	\$ 408,922	\$ (817,849)	\$ (362,486)	\$ (1,181,345)
	\$ (3,191,942)	\$ -	\$ (3,191,942)	\$ -	\$ (3,191,942)

RECOMMENDATION

Authorize staff to develop and submit to the Mayor, potential reduction plan based on 75% use of reserve funds.



January 30, 2002

San Francisco Public Library

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director

RE: **FY 2002-03 POTENTIAL BUDGET REDUCTIONS**

ISSUE: City Departments are required by the Mayor to submit along with their proposed budgets for Fiscal Year (FY) 2002-03, reduction proposals equal to 10% of budgeted General Funds. In January, the Commission approved the Library's proposed FY 2002-03 Budget that is partially supported by a General Fund allocation of \$31.921 million. A 10% General Fund reduction is equivalent to \$3.192 million. Staff noted that reductions would only be implemented if the City's revenue situation declined from assumptions used to prepare the budget. At the January 4th meeting, staff presented a proposal that would cut program expenditures by \$1.5 million – including reductions to the book budget – and offset the balance of the required reduction by using or budgeting an additional \$1.6 million from unappropriated reserves in the Library Preservation Fund (LPF). The \$1.5 million in program cuts proposed in January are still an integral part of the reduction alternatives described below and are summarized on Attachment D. Staff noted that the use of reserves in lieu of General Fund to support Library services would essentially deplete the reserve; however, staff also noted that the plan would mitigate the need to make deeper cuts in baseline programs or services in FY 2002-03. The Commission was very concerned about depleting the reserve and directed staff to consider and present alternatives on meeting the required reductions.

ALTERNATIVES: In response to the Commission's directive, staff has prepared three additional proposals for the Commission's consideration. Details are provided on Attachments A, B, and C.

1. **75% USE OF RESERVE:** Cut program expenditures by \$1.965 million and 1.91 FTE. Budget an additional \$1.227 million from the LPF reserve to make up the difference (Attachment A).
2. **50% USE OF RESERVE:** Cut program expenditures by \$2.374 million and 6.94 FTE. Budget an additional \$818,000 from the LPF reserve to make up the difference (Attachment B).
3. **NO POSITION CUTS:** Cut program expenditures by \$2.012 million and 0.00 FTE and budget an additional \$1.180 million from the reserve to make up the difference (Attachment C).

SUMMARY OF ALTERNATIVES:

1. Under the "75%" plan, the \$3.192 million reduction would be met by reducing program expenditures by \$1.965 million and budgeting an additional \$1.227 million from unappropriated balances in the LPF. Under this plan, the Library would eliminate 1.91 FTE¹ and cut program spending by \$1.493 million and reduce the book budget by \$473,000 or 9.6%. It differs from the plan presented in January in that it includes an additional 4.6% reduction to the book budget (for a total reduction of 9.6%); and includes an additional \$223,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$409,000.
2. Under the "50%" plan, the \$3.192 million reduction would be met by reducing program expenditures by \$2.374 million and by budgeting an additional \$818,000 from unappropriated balances in the LPF. Under this plan, the Library would eliminate 6.94 FTE² and cut program spending by \$1.890 million and reduce the book budget by \$484,000 or 9.8%. It differs from the plan presented in January in that it includes an additional 4.8% reduction to the book budget (for a total reduction of 9.8%); and includes an additional \$621,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$818,000.
3. The "No Position Cut" plan is the "50%" plan without the position reductions. Under this plan, the \$3.192 million reduction would be met by reducing program expenditures by \$2.012 million and by budgeting an additional \$1.180 million from unappropriated balances in the LPF. Under this plan, the Library would cut program spending by \$1.528 million and reduce the book budget by \$484,000 or 9.8%. It differs from the plan presented in January in that it includes an additional 4.8% reduction to the book budget (for a total reduction of 9.8%); and includes an additional \$297,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$456,000.

SERVICE IMPACTS:

- **OCYS:** The proposed budget cuts will create a shortage of supplies to support programs and process materials for children and youth and cause delays in the processing of books and other materials for children and teens.
- **Automation Division:** Eliminates funds used to send out the second late notice. Although elimination of the 2nd notice will not adversely affect the materials recovery program, there may be a public services impact as library patrons adjust to receiving one notice (ten days following the due date) before receiving the invoice (at 60 days overdue). Cuts beyond this will eliminate routine computer room maintenance, reduce ability to repair equipment, and reduce ability to maintain databases funded by Prop D (Children's Baseline) funds.
- **Technical Services Division:** The current stock of library materials processing supplies will be eliminated and purchases of these items as well as office supplies and minor furnishings will be reduced. In addition, database maintenance activities will be reduced. Cuts beyond this will affect workloads associated with retrospective cataloging and inventory activities, the processing of Chinese language materials, and catalog maintenance activities.

¹ Includes eliminating 0.5 FTE for Librarian I for Mission Bay; 0.38 FTE Library Page and 0.39 FTE Temporary Help in the Main Library; 0.53 FTE Temporary Help in the Branch Library; and, 0.11 Temporary Help in OCYS.

² Includes eliminating 0.5 FTE Librarian II (Mission Bay) and 2.06 FTE Temporary Help in the Branch Library; 0.38 FTE Library Page, 1.0 3610 FTE (Borrower Services), 1.0 3616 Library Technician (SF History), and 0.39 FTE Temporary Help in the Main Library; 0.5 1404 Clerk (Finance); and 1.0 3610 Library Asst. and 0.11 Temporary Help FTE in OCYS.

- **Main Library:** The reduction in office supplies and other materials & supplies will affect staff's ability to process materials in a timely manner. This will impact circulation and collection services and reduce the ability to make materials available to the public in a timely manner. The reduction in personnel will affect staff's ability to shelve and checkout material quickly and keep reference desks open resulting in patron's inability to find material or answers to their questions.
- **Public Affairs:** Reducing funds budgeted for delivery services, equipment maintenance, graphic design supplies and materials, and miscellaneous materials will have an operational impact. Impacts include fewer mailings and overnight deliveries of materials, deferred maintenance of audio-visual equipment, fewer graphics and print supplies used for exhibits, public programs, and public announcements, and loss of funds to replace display cases.
- **Branch Libraries:** Reductions to materials and supplies budget will prohibit the replacement of broken or outdated equipment and furnishings with ergonomic workstations for staff; and to respond to emergency needs for the Branch system. The 51% reduction to temporary help funds used to hire part-time as needed (PTAN) Librarians and Library Pages needed to temporary fill vacancies and to cover staff absences will impact service hours. This cut equates to 3,636 hours of lost coverage and Branch Libraries could experience temporary closures due to inability to maintain minimum-staffing levels when regularly assigned staff is absent.
- **Operations & Maintenance:** Reductions in various maintenance supply accounts will be managed by maintaining lower levels of inventory during 2002-2003. The cuts however, will result in lower inventory levels for various maintenance supplies, eliminate the purchase of some replacement furniture and equipment, and reduce funds budgeted for building repair which will increase infrastructure deferred maintenance.
- **Administration:** A \$10,000 (10%) reduction to the training budget will result in less training for all staff. For example, InfoPeople courses that cost \$50 each keep librarians current with technology. Cutting these funds means the loss of 200 class seats for staff attending this training. In addition the reduction to funding for the Youth Works program will reduce funded positions from 8 to 6 and eliminate employment opportunities for disadvantaged and at-risk youth. A reduction of \$6,000 (20%) to the travel budget will severely limit travel and professional development opportunities at conferences and workshops and further limit the ability to fully reimburse staff traveling for business reasons. Typical cost for trips is approximately \$1,000 and reimbursement will probably not exceed \$500.

RECOMMENDATION: Staff recommends approval of the "75% Use of Reserve" plan. This plan has the least impact on public service and library operations and leaves a small reserve for emergencies and contingencies.

Attachments

cc: Paul Underwood, Chief Deputy Librarian



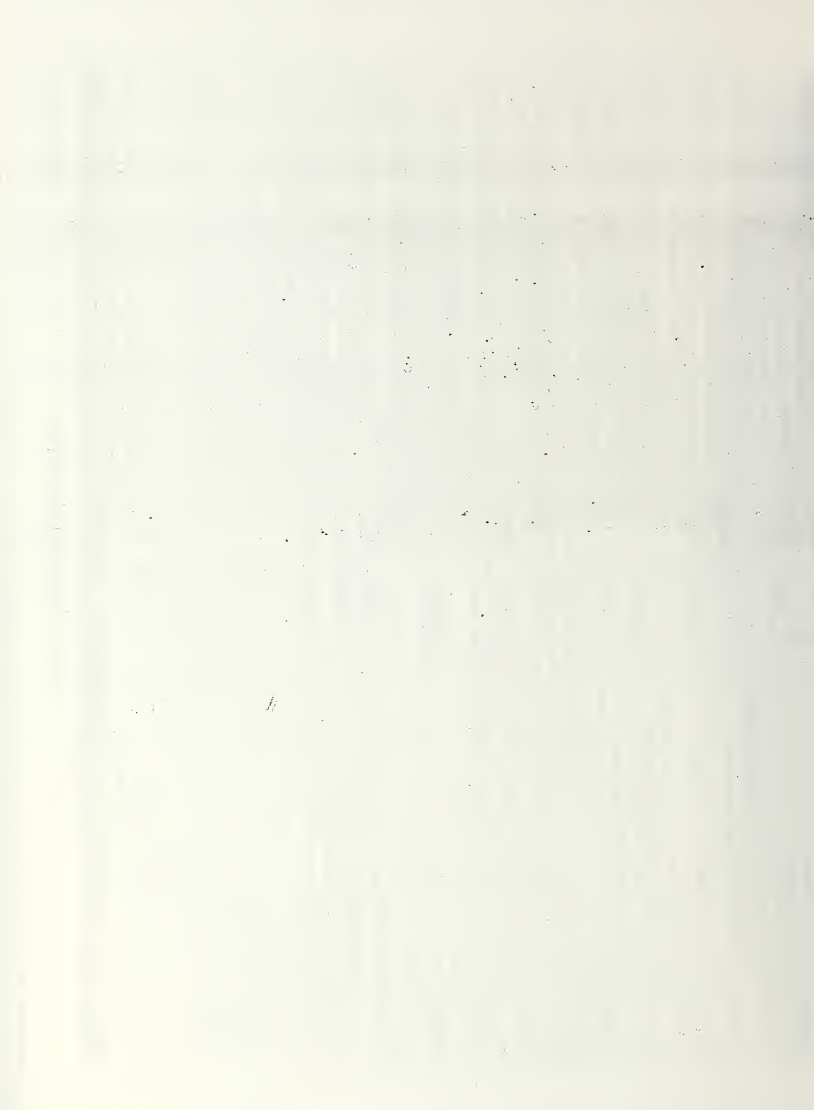
Division	Item	Budget	FTE	Description
10% REDUCTION		\$ (3,91,941)		
Systemwide	Reserve	\$ (1,228,771)		Represents 75% of reserve. Leaves reserve balance of \$409,000.
Systemwide	New Funding Initiatives	\$ (1,269,375)	-0.40	See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted abolition (salary/fringe) savings which will reduce FTE by 8.52.
Systemwide	Book Budge (10% Reduction)	\$ (472,750)	0.00	9.6% reduction in book budget. Reduces book budget from \$4,928 million to \$4,453 million.
		\$ (2,968,936)	-0.40	
BASELINE BUDGET REDUCTIONS				
	Travel			20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline does not adequately cover travel costs and the reduction exacerbates this situation.
City Lib		\$ (6,000)		
City Lib	Other Materials & Supplies	\$ (2,500)		Completely eliminates the office supply budget for the City Librarian.
City Lib	ILS Consultant	\$ (8,173)		Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
City Lib	Commission Materials & Supplies	\$ (1,000)		20% reduction to Commission's operating budget.
Finance	Eliminate 1404 Clerk (0.3 FTE)	\$ -	0.00	
HR	Materials & Supplies	\$ (2,590)		52% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,600)		Reduces from 8 to 6, the number of disadvantaged youth the Library can hire.
HR	DTIS TLC Work Order	\$ (2,735)		Additional loss of training opportunities for staff. Provides computer related training.
HR	DHR Mgt. Training Work Order	\$ (200)		Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION, SUBTOTAL	\$ (37,798)	0.00	
Main	Office supplies (book racks, book ends, binders, shelf labels, etc.)	\$ (2,500)		22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Other Materials & Supplies (Gressco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies,	\$ (9,900)		22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
a/ Main	Eliminate 0.38 Page	\$ (12,840)	-0.38	15 hour Page. Shifts page desk, shelves materials. Loss of position will result in diminished capacity to return materials to shelves in a timely manner and less assistance at paging desks.
a/ Main	Eliminate 3610 Borrower Svcs	\$ -	0.00	
a/ Main	Eliminate 3615 SF History	\$ -	0.00	
a/ Main	Reduce Temporary Help	\$ (18,240)	-0.39	Funds part-time as needed (PTAN) librarians that staff reference desks due to vacancies, sickness, vacations attendance at training or conferences, or emergencies. Loss of 15 hours of service at reference desks. This is a 15% cut in temp help.
	MAIN LIBRARY, SUBTOTAL	\$ (43,460)	-0.77	

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

75% Use of Reserve

Division	Item	Budget	FTE	Description
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (4,195)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair AV equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (4,195)	0.00	
Operations	Small equipment repair	\$ (1,000)		15% reduction in funds budgeted for repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)		20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)		7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)		11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)		66% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account	\$ (4,000)		80% reduction in funds budgeted for the purchase of forms (e.g.)
Operations	Electrical Supplies	\$ (5,000)		13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)		20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
	Equipment Rental (service maintenance on copier)	\$ (1,200)		Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ -		33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ -		20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ -		50% reduction to funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ -		33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPW-BBR Work Order (routine maintenance & repairs performed by BBR.	\$ -		Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ -		20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (27,000)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RLIN Searching	\$ (350)		
Techn Svcs	Barcodes	\$ (1,000)		Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)		Funds budgeted to buy security strips. Viable as book purchases will also be reduced.
Techn Svcs	Furniture	\$ (4,200)		Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (7,252)	0.00	Funds budgeted to support continued with Advanced Information Management (AIM) for retrospective cataloging and inventory, and for database maintenance svcs. Loss of funds will result in processing delays and backlog; and reduce public access to these materials.
	TECHN SVCS, SUBTOTAL	\$ (15,002)	0.00	
Automation	2nd Overdue Notice	\$ (22,000)		Reduces the number of notices for overdue materials from 3 to 2 - eliminates the second notice.

Division	Item	Budget	FTE	Description
Automation	Computer Room Maintenance	\$ -	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (22,000)	0.00	
OCYS	Eliminate 3610 Catalog Support for Children's Materials (Position in Technical Svcs)	\$ -	0.00	Eliminates temporary help budget. If workload cannot be absorbed by staff loss of funds will result in reductions to service.
OCYS	Temp Help (OCYS)	\$ (5,283)	-0.11	28.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Office Supplies (OCYS)	\$ (1,030)		50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Equipment Maintenance - CORA Custom Prg (Automation)	\$ (10,000)		Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)		7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	OCLC (Techn Svcs)	\$ (1,150)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Bar Codes (Techn Svcs)	\$ (1,926)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Security Strips (Techn Svcs)	\$ (1,681)		55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00	Overall cut reflects a 45.6% reduction to funds budgeted in OCYS for these purposes.
	OCYS, SUBTOTAL	\$ (23,230)	-0.11	
Branch	Material & Supplies	\$ (25,000)		21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to emergencies.
Branch	Temporary Help	\$ (25,000)	-0.53	51% reduction to TH funds used to hire part-time as needed (PTAN) Librarians and Library Pages needed to temporary fill vacancies and to cover staff absences. Equals to 3,636 hours of coverage lost.
	BRANCH, SUBTOTAL	\$ (50,000)	-0.53	
	SUBTOTAL, BASELINE REDUCTIONS	\$ (223,005)	-1.41	
	TOTAL REDUCTIONS	\$ (3,191,941)	-1.91	



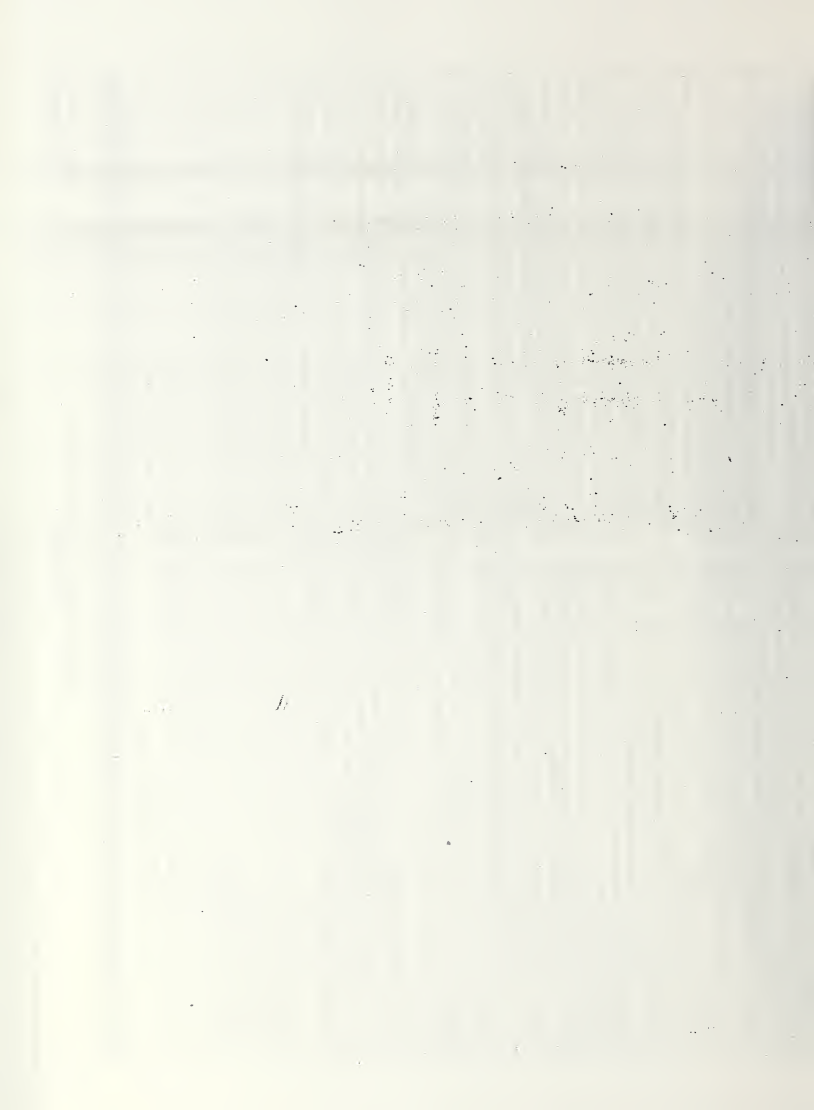
Division	Item	Budget	FTE	Description
10% REDUCTION		\$ (3,191,341)		
Systemwide	Reserve	\$ (817,849)	0.00	Represents 50% of reserve. Leaves reserve balance of \$818,000.
Systemwide	New Funding Initiatives	\$ (1,269,375)	-0.50	See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted attrition (salary/wages) savings which will reduce FTE by 8.52.
Systemwide	Book Budget (10% Reduction)	\$ (483,729)	0.00	9.8% reduction in book budget. Reduces book budget from \$4,928 million to \$4,442 million.
		\$ (2,570,953)	-0.50	
BASELINE BUDGET REDUCTIONS				
	Travel			20% reduction. Limits staff travel to conferences and workshops. Reduces professional development opportunities, and limits reimbursement of travel costs. Baseline does not adequately cover travel costs and the reduction exacerbates this situation.
City Lib		\$ (6,000)	0.00	
City Lib	Other Materials & Supplies	\$ (2,500)	0.00	Completely eliminates the office supply budget for the City Librarian.
City Lib	ILS Consultant	\$ (8,173)	0.00	Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
City Lib	Commission Materials & Supplies	\$ (1,000)	0.00	20% reduction to Commission's operating budget.
	Eliminate 1.04 Clerk (0.5 FTE)			Position responsible for receiving and date stamping invoices, reviewing travel and employee expense claims, receiving and logging vendor calls and inquiries, receiving and distributing mail, and general office assistance.
Finance		\$ (24,780)	-0.50	
HR	Materials & Supplies	\$ (2,500)	0.00	52% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,600)	0.00	Reduces from 8 to 6, the number of disadvantaged youth the Library can hire.
HR	OTIS TLC Work Order	\$ (2,735)	0.00	Additional loss of training opportunities for staff. Provides computer related training.
HR	DHR Mgt. Training Work Order	\$ (200)	0.00	Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION, SUBTOTAL	\$ (62,578)	-0.50	
Man	Office supplies (book trucks, book ends, binders, shelf labels, etc.)	\$ (2,500)	0.00	22.5% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Man	Other Materials & Supplies (Grassco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies,	\$ (9,500)	0.00	22.5% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Man	Eliminate 0.38 Page	\$ (12,840)	-0.38	15 hour Page. Staffs page desk shelves materials. Loss of position will result in diminished capacity to return materials to shelves in a timely manner and less assistance at paging desks.
Man	Eliminate 3510 Borrower Svcs	\$ (57,363)	-1.00	Full-time position. Loss of position will reduce ability to assist the public.
Man	Eliminate 3515 SF History	\$ (67,568)	-1.00	Full-time position. Loss of position will reduce ability to serve the public.
				Funds part-time as needed (PTAN) librarians that staff reference desks due to vacancies, sickness, vacations attendance at training or conferences, or emergencies. Loss of 15 hours of service at reference desks. This is a 15% cut in temp help.
Man	Reduce Temporary Help	\$ (18,240)	-0.39	
	MAIN LIBRARY, SUBTOTAL	\$ (168,410)	-2.77	

**Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS**

**ATTACHMENT B
50% Use of Reserve**

Division	Item	Budget	FTE	Description
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (12,191)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair AV equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00	
Operations	Small equipment repair	\$ (1,000)	0.00	15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00	20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00	7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware Supplies	\$ (5,000)	0.00	11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00	66% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account.	\$ (4,000)	0.00	80% reduction in funds budgeted for the purchase of forms (e.g.)
Operations	Electrical Supplies	\$ (5,000)	0.00	13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	0.00	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
Operations	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00	Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ (3,000)	0.00	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ (10,000)	0.00	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00	50% reduction to funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00	33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPW-BBR Work Order (routine maintenance & repairs performed by BBR.	\$ (8,669)	0.00	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ (25,500)	0.00	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (79,169)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RLIN Searching	\$ (350)	0.00	
Techn Svcs	Barcodes	\$ (1,000)	0.00	Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00	Funds budgeted to buy security strips. Viable as book purchases will also be reduced.
Techn Svcs	Furniture	\$ (4,200)	0.00	Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (36,418)	0.00	Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory; and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.
	TECHN SVCS, SUBTOTAL	\$ (44,468)	0.00	
Administration	2nd Overdue Notice	\$ (22,000)	0.00	Reduces the number of notices for overdue materials from 3 to 2 - eliminates the second notice.

Division	Item	Budget	FTE	Description
Automation	Computer Room Maintenance	\$ (16,238)	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (38,238)	0.00	
OCYS	Eliminate 3610 Catalog Support for Children's Materials (Position in Technical Svcs)	\$ (45,800)	-1.00	Full-time position in Technical Services funded by Prop D (Children's Baseline) funds. Position assists with processing of children/youth materials. May impact processing of materials.
OCYS	Temp Help (OCYS)	\$ (5,283)	-0.11	Eliminate temporary help budget. If workload cannot be absorbed by staff loss of funds will result in reductions to service.
OCYS	Office Supplies (OCYS)	\$ (1,030)		28.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)		50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)		Eliminate Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)		7.6% reduction to funds budgeted for OCLC processing and cataloging services. Eliminates capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,926)		Eliminate Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,681)		Eliminate Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (800)		55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (69,130)	-1.11	Overall cut reflects a 45.9% reduction to funds budgeted in OCYS for these purposes.
Branch	Material & Supplies	\$ (50,000)	0.00	21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to emergencies.
Branch	Temporary Help	\$ (96,806)	-2.08	51% reduction to H funds used to hire part-time as needed (PTAN) librarians and Library Pages needed to temporary fill vacancies and to cover staff absences. Equates to 3,636 hours of coverage lost.
	BRANCH, SUBTOTAL	\$ (146,806)	-2.08	
	SUBTOTAL, BASELINE REDUCTIONS	\$ (620,388)	-8.44	
	TOTAL REDUCTIONS	\$ (3,191,941)	-8.94	

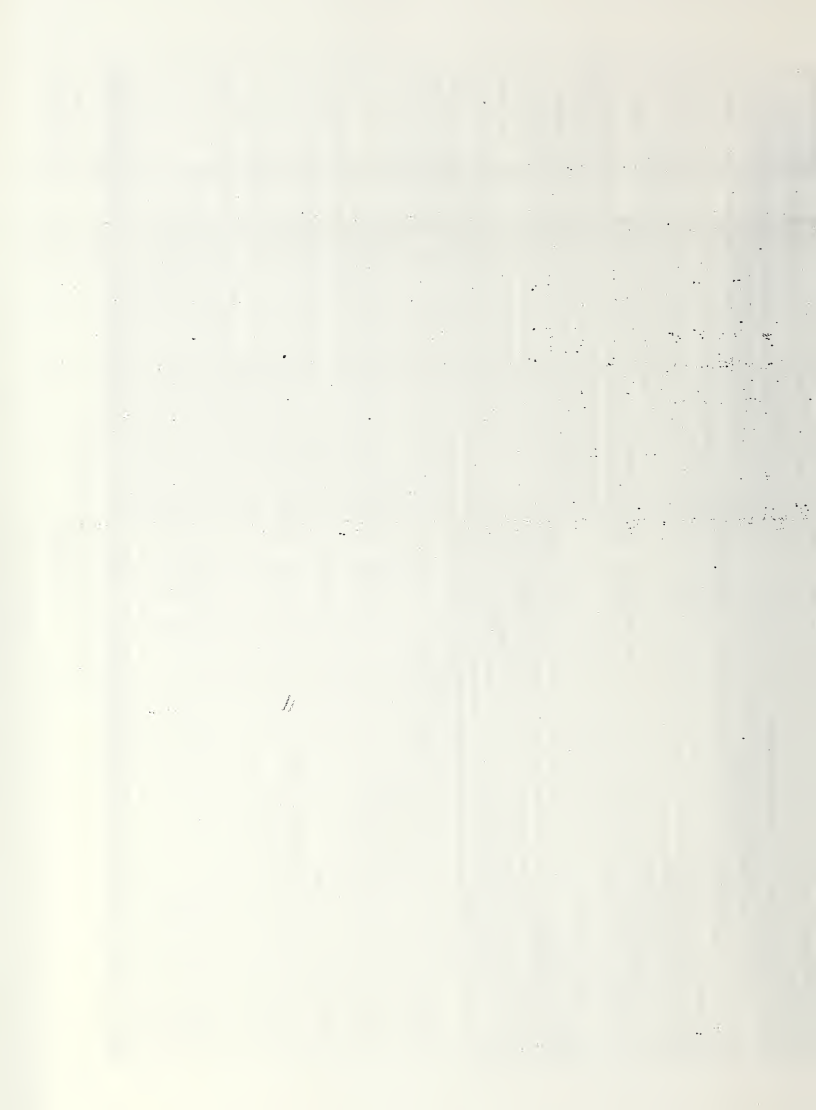


Division	Item	Budget	FTE	Description
10% REDUCTION		\$ (3,191,841)		
Systemwide Reserve		\$ (1,180,345)	0.00	Represents 72% of reserve. Leaves reserve balance of \$455,000.
Systemwide New Funding Initiatives				(See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted staff (salary/fringe) savings which will reduce FTE by 8.52.
Systemwide Book Budget (10% Reduction)		\$ (1,230,375)	0.00	
		\$ (483,729)	0.00	9.6% reduction in book budget. Reduces book budget from \$4,928 million to \$4,442 million.
		\$ (2,894,449)	0.00	
BASELINE BUDGET REDUCTIONS				
	Travel			20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline doesn't adequately cover travel costs and the reduction exacerbates this situation.
City Lib		\$ (6,000)	0.00	
City Lib	Other Materials & Supplies	\$ (2,500)	0.00	Completely eliminates the office supply budget for the City Librarian.
City Lib	ILS Consultant	\$ (8,173)	0.00	Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
City Lib	Commission Materials & Supplies	\$ (1,000)	0.00	20% reduction to Commission's operating budget.
Finance	Eliminate 1404 Clerk (0.5 FTE)	\$ -	0.00	
HR	Materials & Supplies	\$ (2,590)	0.00	52% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,500)	0.00	Reduces from 8 to 6, the number of disadvantaged youth the Library can hire.
HR	DTIS TLC Work Order	\$ (2,735)	0.00	Additional loss of training opportunities for staff. Provides computer related training.
HR	DHR Mgt. Training Work Order	\$ (200)	0.00	Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION, SUBTOTAL	\$ (37,798)	0.00	
Main	Office supplies (book trucks, book ends, binders, shelf labels, etc.)	\$ (2,500)	0.00	22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Other Materials & Supplies (Gresco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies,	\$ (9,900)	0.00	22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
a/ Main	Eliminate 0.38 Page	\$ -	0.00	
a/ Main	Eliminate 3510 Borrower Svcs	\$ -	0.00	
a/ Main	Eliminate 3516 SF History	\$ -	0.00	
a/ Main	Reduce Temporary Help	\$ -	0.00	
	MAIN LIBRARY, SUBTOTAL	\$ (12,400)	0.00	
Public Affairs	Delivery svcs. equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (12,191)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair AV equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00	

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

Division	Item	Budget	FTE	Description
Operations	Small equipment repair	\$ (1,000)	0.00	15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00	20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00	7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)	0.00	11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00	6% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account	\$ (4,000)	0.00	80% reduction in funds budgeted for the purchase of forms (e.g., _____).
Operations	Electrical Supplies	\$ (5,000)	0.00	13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	0.00	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
Operations	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00	Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ (3,000)	0.00	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ (10,000)	0.00	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance of replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00	50% reduction to funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00	33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPIV-BBR Work Order (routine maintenance & repairs performed by BBR.	\$ (8,669)	0.00	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ (25,500)	0.00	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE SUBTOTAL	\$ (79,169)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RLIN Searching	\$ (350)	0.00	
Techn Svcs	Barcodes	\$ (1,000)	0.00	Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00	Library will purchase fewer security strips. May be viable if book purchases also be reduced.
Techn Svcs	Furniture	\$ (4,200)	0.00	Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (36,418)	0.00	Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory; and for database maintenance svcs. Loss of funds will result in processing delays and backlog; and reduce public access to these materials.
	TECHN SVCS, SUBTOTAL	\$ (44,468)	0.00	
Automation	2nd Overdue Notice	\$ (22,000)	0.00	Reduces the number of notices for overdue materials from 3 to 2 - eliminates the second notice.
Automation	Computer Room Maintenance	\$ (16,239)	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (38,239)	0.00	
OCVS	Eliminate 3610 Catalog Support for Children's Materials (Position in Technical Svcs)	\$ -	0.00	Full-time position in Technical Services funded by Prop D (Children's Baseline) funds. Position assists with processing of children/youth materials. May impact processing of materials.

Division	Item	Budget	FTE	Description
OCYS	Temp Help (OCYS)	\$ (5,283)	0.00	
OCYS	Office Supplies (OCYS)	\$ (1,030)	0.00	28.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)	0.00	50% reduction Prop D (Childrent's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)	0.00	Eliminates Prop D (Childrent's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)	0.00	7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,926)	0.00	Eliminates Prop D (Childrent's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,861)	0.00	Eliminates Prop D (Childrent's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00	55% reduction to Prop D (Childrent's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (23,230)	0.00	Overall cut reflects a 45.5% reduction to funds budgeted in OCYS for these purposes.
Branch	Material & Supplies			21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to emergencies.
Branch	Temporary Help	\$ (50,000)	0.00	
	BRANCH, SUBTOTAL	\$ (50,000)	0.00	
	SUBTOTAL, BASELINE REDUCTIONS	\$ (297,492)	0.00	
	TOTAL REDUCTIONS	\$ (3,191,941)	0.00	



FY 2002-03 POTENTIAL BUDGET REDUCTIONS

PL Library

ATTACHMENT D
New Spending Initiatives

FY 2002-03 10% REDUCTION PLANNING	MAIN	BRANCH	TECHN SRVCS	IRMO	PUBLIC AFFAIRS	AUTOMATION	Q&M	ADMIN	CHILDREN'S BASELINE	TOTAL
TOTAL PROPOSED BUDGET 02-03	\$ 12,363,009	\$ 12,690,446	\$ 3,832,647	\$ 4,904,589	\$ 1,059,522	\$ 3,212,394	\$ 6,859,606	\$ 2,738,282	\$ 5,855,105	\$ 53,515,600
ALLOCATED REDUCTIONS										
Tool Lending Center		\$ -								
Salary Savings Increase	\$ (120,386)	\$ (114,813)	\$ (33,889)	\$ (7,709)	\$ (8,775)	\$ (12,101)	\$ (44,745)	\$ (16,954)	\$ (49,660)	\$ (409,031)
Mission Bay Librarian		\$ (39,000)								\$ (39,000)
Branch Telephones		\$ (140,000)								\$ (140,000)
Self Charge Machines		\$ (66,000)								\$ (66,000)
Telephone Systems		\$ (140,000)								\$ (140,000)
Repro/Translation Svcs					\$ (25,000)					\$ (25,000)
AIM Conversion										
Automation Staff Reclass						\$ (74,000)				\$ (74,000)
Branch M&R							\$ (198,344)			\$ (198,344)
Computer Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (178,000)	\$ -	\$ -	\$ -	\$ (178,000)
SUBTOTAL	\$ (120,386)	\$ (499,813)	\$ (33,889)	\$ (7,709)	\$ (33,775)	\$ (264,101)	\$ (243,089)	\$ (16,954)	\$ (49,660)	\$ (1,269,375)
5% Book Budget Reduction				\$ (208,297)					\$ (40,025)	\$ (246,282)
SUBTOTAL REDUCTIONS	\$ (120,386)	\$ (499,813)	\$ (33,889)	\$ (213,966)	\$ (33,775)	\$ (264,101)	\$ (243,089)	\$ (16,954)	\$ (89,685)	\$ (1,515,657)

2/5/02 City Librarian Report

Mentioned that key subjects of discussion at ALA Mid-Winter in New Orleans were the USA Patriot Act, which may present conflicts with priorities of user confidentiality, and incoming President Mitch Freedman's taskforce on library staff salary equity.

Mentioned that Pinnacle is new provider for networked printers and copies in Main and branches. Successful respondent to RFP issued when IKON, vendor for several years. Did not wish to renew their contract with the Library.

Highlighted upcoming exhibits - the Charrette exhibit in the 6th floor gallery from February 21 - April 25, the SPUR exhibit in the Stegner Center on the 5th floor from February 5 - May 15, focusing on SPUR's publication *Vision of a Place*; Unique Handmade Books on display from February 5 - March 16 in the 6th floor gallery; and *Portraits and Visions: 20th Century African American Writers* from March 10 - April 28 in the Jewett Gallery

Reported that Kate Keating Associates, a San Francisco firm, has been selected as the Main Library signage consultant. Experience includes signage design at City Hall, library signage design for the new Santa Clara City Library and branch renovations in the Seattle Public Library.

Current circulation statistics have increased - December was up 20% from previous year and January's preliminary report shows a 19% increase over previous year.

Reviewed very preliminary plans for new strategic planning process, (memo attached).

Announced upcoming public meetings on February 12th regarding the Glen Park Branch Library at the Glen Park Recreation Center at 8pm and on February 23rd regarding the Richmond Branch Library at the branch, 351 9th Ave., at 2pm.



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

To: Library Commission

From: Susan Hildreth, City Librarian *SH*

Re: Update on Library's Strategic Plan

Date: February 5, 2002

Background

Former City Librarian Regina Minudri, in response to a recommendation in the Mayor's Audit of the Library, initiated a strategic planning process using the Public Library Association's *Planning for Results* framework. That process began in the Fall of 1998 and was a very inclusive process that involved input from Commissioners, members of the community and staff. Library staff were members of the Planning Committee and other staff reviewed the work of the Planning Committee. These efforts resulted in a document that has guided the priorities of library services. This document has been reviewed with the Commission at various times during the last several years. The most recent draft was presented on July 25, 2001; and Commissioners suggested that a public hearing be held on the document. With the press of many other issues, particularly in regard to the Branch Bond Program, the hearing has not yet been calendared.

Several members of the staff attended a training in December on the *New Planning For Results*, which streamlines the process used in 1998. Many libraries around the country have used the *Planning for Results* framework; and the revised version, which incorporates feedback from many of these processes, suggests a fairly aggressive timeline and schedule to develop the plan. Much of the initial work on the current draft plan was done in 1999, and many factors in the community as well as the library have changed since that time. Therefore, it would seem reasonable to initiate a new process. There is much valuable information in the current draft plan; and much progress has been made on the proposed goals and objectives. It is important that staff update the Commission on that progress before a new process is initiated.

Timeline

I would recommend that the Commission discuss this matter in detail at the March 5, 2002, meeting. A potential timeline and work plan could be as follows:

March - April 2002	Review progress report on current draft plan Establish process for drafting new plan
May - June 2002	Establish Planning Committee Gather information needed for Planning Committee work
July - August 2002	Planning Committee participates in community visioning and selection of library service priorities. Work is approved by Commission. Staff develops preliminary goals and activities based on library service priorities.
September - October 2002	Planning Committee reviews final plan and forwards to Commission for approval. Develop communication and implementation strategies based on plan. Plan in place for 2003/04 budgeting process.



MAR - 7 2002

SAN FRANCISCO
PUBLIC LIBRARY*San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION**Minutes of the regular meeting of Tuesday, February 5, 2002 (As approved March 5, 2002)**

The San Francisco Public Library Commission held its regular meeting on Tuesday, February 5, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by President Higuera.

The following members were noted present: Commissioners Bautista, Chin, Coulter and Streets. Commissioners Steiman and Swig were excused attendance.

President Higuera announced that Agenda Item #3 Library Budget would be taken up second and then the City Librarian's Report would be heard.

AGENDA ITEM #1 APPROVAL OF THE JANUARY 2, 2002 MINUTES**Public comment on AGENDA ITEM #1 APPROVAL OF THE JANUARY 2, 2002**

An anonymous member of the public provided copies of and commented that the Fuhrman Fund discussion that occurred at the January 17th meeting was not reported in the Minutes. The anonymous member of the public also commented on the Commissioners' duties as Trustees of the Fuhrman Fund. Mr. Ed Regan requested that his comment concerning library furniture be amplified to include comfortable chairs. Mr. Peter Warfield found the Minutes deficient and cited a variety of things he believed had been left out. Mr. Warfield found in particular discussions concerning the affinity centers, creation of space for books, and the Systemwide Support Services Center.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE JANUARY 2, 2002 MINUTES

MOTION: by Commissioner Coulter, seconded by Commissioner Chin for approval of the Minutes of January 2, 2002.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higuera, and Streets)

AGENDA ITEM #3 LIBRARY 2002/2003 BUDGET

Mr. George Nichols, Library Finance Director provided an extensive overview of three proposed options that the Commission could consider to address the Mayor's Budget Office's mandate of a 10% reduction in the Library 2002/03 Budget (copy attached). Mr. Nichols then discussed details of and implications of the impact on staffing and public services of each of the possible reduction plans.

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15/02

o.c.d.

Willie L. Brown, Jr.

Mayor

Charles A. Higuera, A.L.A.

President

Carol Steiman

Vice President

Helen Marte Bautista

Donnie K. Chin

Steven A. Coulter

Ran A. Streets

Darian W. Swig

Commissioners

Com

Susan Hildreth

City Librarian

Michael Housh

Commission Secretary



PUBLIC COMMENT ON AGENDA ITEM #3

An anonymous member of the public commented on the lack of overall budget context for the proposed reductions. The anonymous member of the public suggested that the Library's Public Relations Department budget be reduced in favor of public services. Ms. Sue Cauthen urged elimination of book budget reductions. Mr. Ed Regan requested that the proposed book budget reductions be reported in fiction and non-fiction and encyclopedias. Ms. Amanda Thomas, Manager of the Tool Lending Center pointed out that it had become a valuable community resource. Ms. Thomas pointed out that the Tool Lending Center was a model for other communities and that it was playing an important role as a partner with the American Red Cross in community emergency and earthquake preparations. Mr. Peter Warfield commented that information on the budget had not been accurately presented and was not in context because information on the entire budget was lacking. Mr. Warfield noted that an accelerated purchase of computers was not discussed nor were other options offered instead of reductions in the book budget. Mr. Warfield commented that elimination of 2nd notices was proposed even though the Board of Supervisors had wanted the Library to send out 2nd notices on overdue materials.

COMMISSION COMMENT ON AGENDA ITEM #3 LIBRARY 2002/03 BUDGET

In response to questions by Commissioner Streets, Mr. Nichols and the City Librarian discussed the Library's gradual reduction in financial support for the Tool Lending Center, described funding for maintenance in branch libraries planned for renovation in the Branch Bond Program, and identified the PTAN (part time as needed) and other unfilled positions that were proposed for cuts. Ms. Kathy Lawhun, Chief of the Main Library explained that public services could be maintained with the reductions proposed. Commissioner Streets commented that she was not optimistic about economic recovery and was concerned that the Library maintain reserve funds to prevent a re-occurrence of financial problems experienced in the previous recession. The City Librarian and Mr. Nichols noted that preserving current full time positions was a high priority and that the reality that personnel costs were 80% of the Library Budget and the Book Budget 10% directed where reductions had to occur. Mr. Nichols also noted that the Library's previous fiscal difficulties had been rooted in financial mis-management that no longer existed. The Commissioners discussed several ways that the reductions might be made without further reducing the book budget. Commissioner Bautista expressed the hope that the local economy would revive thus eliminating the need for the cuts. Commissioner Coulter suggested that some of the proposed reduction in the Book Budget be restored and replaced with cuts in positions. The City Librarian and Mr. Nichols proposed that the Commission consider adopting the proposed 75% use of reserve proposal with changes in the planned position reductions while limiting reductions in the book Budget to 5%.

MOTION: by Commissioner Bautista, 2nd by Commissioner Streets for approval of the 2002/03 Library budget reduction proposal calling for using 75% of the reserve funds and with a limitation of the reduction in the book budget to 5%.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higuera, and Streets)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported to the Commission on the ALA (American Library Association) Mid-Winter gathering. Ms. Hildreth noted that SFPL Librarian Cathy Bremer had been named to a Task Force on Pay Equity for Librarians by ALA President Mitch Friedman. The City Librarian then provided a report on the Pinnacle copiers' contract. Ms. Hildreth then reported on upcoming exhibits and provided an update on the Main Library signage-consulting contract. The City Librarian then reported that current circulation statistics showed an increase of 20% over the previous year. Ms. Hildreth reported to the Commissioners on the on-going work to develop a Library Strategic Plan as requested by Commissioner Swig. The City Librarian provided a memo (copy attached) outlining a proposed process leading to adoption of a new Strategic Plan in the Fall. Lastly, the City Librarian announced branch library related public meetings planned for February 12th in Glen Park and February 23rd in the Richmond (report attached.)

President Higuera called for a brief recess at 5:57M

Commission Streets left the meeting during the recess.

The Commission returned to session at 6:07PM

PUBLIC COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented favorably about being informed of when the meeting would reconvene and was gratified to learn of the exhibit on the design charrette held in October. This person expressed a hope that equal time would be devoted to the Commission's public planning process for the branch libraries. The anonymous member of the public commented that the cost of copying was too high in the library, that the Commission should take a close look at the Pinnacle Contract. This person also commented that circulation statistics had traditionally increased in hard times emphasizing the importance of providing basic public service. Mr. Ed Regan asked that the price of copies be reduced to 15 cents each and if needed the library should subsidize their cost. Mr. Regan commented that circulation statistics should not be taken too seriously and that he planned to attend the announced public meetings and offer comments. Mr. Peter Warfield observed that library copying costs were high and a source of negative patron comments about the library. Mr. Warfield commented that he found the memo on the Strategic Plan inaccurate. Mr. Warfield noted that he had requested forms related to strategic planning and not received any, that there was very little public discussion of the plan, that the Commission had rejected the previous version of the strategic plan, and that there was little opportunity for public input in the proposed process.

COMMISSION COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

In response to questions by President Higuera, the City Librarian reported that maintaining the current 15-cent per copy charge was a key negotiating factor in choosing the vendor for

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the copying contract. The City Librarian reported that free copies were no longer possible and in response to a question by Commission Bautista noted that the charges were the same at the Main Library and in the branches. President Higuera asked if there was any evidence that cheaper copies did anything to reduce material damage or theft. The City Librarian commented that getting a vendor who would meet the Library's needs had been challenging. Ms. Hildreth observed that the Library already subsidized copies to some extent and that the new vendor would do cash handling as well as equipment maintenance. President Higuera commented that he was pleased that the strategic planning effort was underway and looked forward to it unfolding in a workman like fashion and without delay.

AGENDA ITEM # 4 FRIENDS AND FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation announced the selection of Martin Gomez, currently Director of the Brooklyn Public Library, to assume the position of Executive Director of the Friends and Foundation on March 1, 2002. Ms. Adam then informed the Commissioners concerning Mr. Gomez's long and distinguished career as a librarian.

Public comment on Agenda Item #4 FRIENDS AND FOUNDATION REPORT

None offered.

AGENDA ITEM #5 LABOR UNION REPORT

None offered.

AGENDA ITEM #6 NEW BUSINESS

Commissioner Bautista raised questions about what could be done to resolve graffiti problems defacing a mural located on the exterior of the Ortega Branch Library. In response to President Higuera's comments on how to address problems with art works painted on branch libraries, the Deputy City Librarian discussed some of the general issues involved and noted similar problems with a mural at the Bernal Heights Branch Library. In response to questions by Commissioner Bautista concerning graffiti in Main Library elevators, Ms. Hildreth reported that a remedy should be in place by the end of the year. Commissioner Bautista also suggested more frequent cleaning of the Main Library 1st floor rest rooms. President Higuera requested an update on the proposed Customer Service Guideline suggested by former City Librarian Regina Minudri. Deputy City Librarian Paul Underwood proposed to bring a customer service guidelines developed with staff input to the Commission for its review and consideration at an upcoming meeting.

PUBLIC COMMENT ON AGENDA ITEM #6 NEW BUSINESS

An anonymous member of the public called attention to a missing page from some copies of the agenda, noted that this item was to introduce items not discuss them, and commented that it was very important to discuss the issue of graffiti. This individual observed that damage to murals was unusual and that this discussion raised items that should be considered in greater depth. Mr. Ed Regan commented that he did not believe that graffiti was a big problem and that it should be able to be removed easily. Mr. Peter Warfield

The number of members of the public who spoke anonymously at this meeting. 1

commented that all of the issues raised should be put on future agendas, suggested that a list of proposed agenda items be made.

Agenda item #7 PUBLIC COMMENT

An anonymous member of the public spoke about the book The Ugly American and observed that the definition of "good people" was always arbitrary, that this person had always viewed themselves as a good person, and that they had been shocked when they discovered that they had not received the respect they expected from those running the library. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week, that the Main Library install a fire escape and manually operated elevators that could provide needed employment. Mr. Peter Warfield noted three comments, first that some copies of the agenda and explanatory documents available to the public were missing pages. Mr. Warfield next thanked the Commissioners for their discussion and votes on the budget, calling attention to Commissioner Coulter's question about slowing computer system purchases. Mr. Warfield then asked about public input concerning the ILS (Integrated Library System) contract, if this process was in compliance with the Sunshine Ordinance, and called for a discussion of the contract to be placed on a meeting agenda.

President Higuera called Mr. Regan's attention to the life safety design features that were mandated when the Main Library was built. President Higuera further informed Mr. Regan that the State Elevator Code precluded manually operated elevators.

AGENDA ITEM #8 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Chin that the meeting be adjourned In Memoriam of Mary Louise Stong, an esteemed civic and community leader on behalf of the San Francisco Public Library.

Commissioner Coulter reported that Ms. Stong had passed away on January 18, 2002 and lauded her decades of dedicated and skillful civic leadership on behalf of the public library. Commissioner Coulter called attention to Ms. Stong's years of heroic behind the scenes work for California's libraries beginning during her childhood in Porterville, California. Commissioner Coulter noted that after her graduation from Stanford University she began more than 45 years of hard work defending libraries. Commissioner Coulter cited many stories of Ms. Stong's work that saved book budgets, guaranteed secure funding for the San Francisco Public Library, and raised the condition of public libraries throughout California. Commissioner Chin noted that Ms. Stong provided an excellent example of selfless leadership.

Public comment on Agenda item #12 ADJOURNMENT

An anonymous member of the public commented that Ms. Stong had been a stalwart for the library, noting that Ms. Stong had served as a Library Commissioner, that she had regularly attended Library Commission meetings for years before she became a Commissioner, and that she had been a great lover of books.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higuera)

The meeting was adjourned at 6:54PM.

Michael Housh, Commission Secretary 2/20/02

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the regular Commission Meeting of February 5, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 5, 2002

Item 1:

Approval of the January 2, 2002 Minutes

"The minutes quote Commissioner Bautista as asking if a list of books purchased by the Fuhrman Fund could be prepared.

This statement is marvelously corrupt if Commissioner Bautista knows what is going on, marvelously innocent if she doesn't and marvelously ironic in any case.

I have distributed a verbatim transcript to the commissioners. Ms. Bautista states that we owe it to the public to tell them what books are bought. Ms. Hildreth answers that she cannot reconstruct the past, but she will see what it would take to produce such a list.

The point is that Ms. Bautista is a trustee of the Fuhrman Fund and she has just confessed to being derelict in her duty in the past. The issue is not the people's funds. The issue is whether the trust funds are being spent properly and whether as trustees you are doing your duty. Legally the responsibility is yours."



Minutes of the regular Commission Meeting of February 5, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 5, 2002

Item 2:

City Librarian's Report

"Thank you for the notice that the break will end 'no later than' but it is a 'no sooner than' that will serve us better.

I am gratified that there is going to be an exhibit on the Foundation's Charette, a private event. I assume there will be notice that it was the kickoff for the Foundation's capital campaign. I hope that there will be equal time and space devoted to the public planning process of this commission.

The copy machines are too expensive. Affordable copies are a crucial aspect of public service and this commission should pay close attention to assure that the public is getting economical service.

The commission should take a close look at circulation statistics which historically have gone up during economic downturns because basic library service is a resource for people to recover economically.

I don't think we should start again with the strategic plan."

Minutes of the regular Commission Meeting of February 5, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 5, 2002

Item 3:

Library 2002/2003 Budget

"The agenda description does not reveal that there are two documents that apply to this item, both with the same title, and apparently only one was available in the back of the room.

The budget is the most significant thing you do. The presenter admitted that the cuts are not program specific. Mayor Feinstein devoted a multi-year process to convert to program-based budgeting and your discretion should be specific about program impacts.

For example, you might look at the public relations function rather than the basic service of the library for cuts. Any specific program has its advocates who will come before you. But if you cut the basic function of the library there is no specific person who will come before you to advocate for the basic service, except myself."



Minutes of the regular Commission Meeting of February 5, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 5, 2002

Item 6:

New Business

"There was a flaw in the copying and the agenda ends with this item.

New business is to introduce items for later discussion, and not to have a discussion now.

It is important to have a discussion about graffiti. It is still most unusual for a mural to be subjected to graffiti because of respect for the artist. In fact, a mural was the anti-graffiti device of its day."



Minutes of the regular Commission Meeting of February 5, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 5, 2002

Item 7:

Public Comment

"I have been talking about The Ugly American. Commissioner Steiman interrupts us with what I regard as a profound point. Ms. Steiman agrees that good people can do harm. I take this to mean that how one defines 'good people' is almost always arbitrary and always self-serving.

I would use that argument against your often stated contention that 'good people' should have discretion to do what they want.

It is of the essence that when I started coming to commission meetings, I would have thought that the phrase 'good people' was a reference to me. Back in those days you might have thought so too.

I was taught to respect libraries and the people who run them. I was shocked when I learned that they did not have enough respect for me to refrain from laughing while I was talking. This confusion is what is used to disenfranchise people."



Minutes of the regular Commission Meeting of February 5, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 5, 2002

Item 8:

Adjournment

"The adjournment is in honor of Ms. Mary Louise Stong who recently passed away. She was a stalwart supporter of the library.

She was a library commissioner. I don't remember Commissioner Coulter saying that. One distinction she has is that she attended library commission meeting just as a member of the public before she became a commissioner.

She was a founder of the original Friends. Despite any disagreements anyone may have had with her, there was no question of her dedication. There was also no question that for her it was about books. She was a lover of books."



FY 2002-03

Potential Budget Reductions

FY 2002-03 BUDGET

- Approved by Commission. Budget assumes CY revenue, \$54.3 million budget which includes General Fund of \$31.192 million.
- Prepare and submit reduction proposals equal to 10% of budgeted General Fund. 10% GF reduction = \$3.192 million.
- Cuts will be implemented only if City's/Library's revenue picture doesn't improve from assumptions used in preparing the budget.
- Staff presented plan in January that called for \$1.6 million in program cuts -- including 5% reduction to book budget -- and use of \$1.5 million LPF reserve to meet requirement.
- Plan would deplete LPF reserve but mitigate need to make deep program or service cuts. Some expectation that revenue picture will improve.
- Commission concerned with depleting LPF reserve and directed staff to develop alternatives.
- Time is of the essence (budget due Feb. 20th).

ALTERNATIVES

- 1) Full Use of Reserve (Jan.)
- 2) 75% Use of Reserve
- 3) 50% Use of Reserve
- 4) No Position Cut

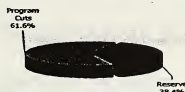
IMPACTS

- **Public service and/or operational capability in all programs will be diminished by cuts.**
 - **Public Service:** fewer positions; less temp help/PTAN funding; affects service hours; less money for books; book processing materials & supplies; program materials & supplies; etc.
 - **Operations:** Less money for program materials and supplies, office supplies, professional svcs, replacement computers, etc.
 - **Facility Maintenance:** Eliminates facility maintenance and special infrastructure project funds; less money for building/equipment maintenance supplies and materials; more deferred maintenance.
 - **Staff Development:** Less money staff training and travel to conferences, seminars, workshops, etc.

75% Use of Reserve

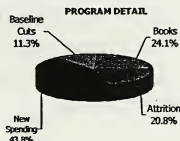
- **Cut spending by \$1.965 million.**

- Eliminate 1.91 FTE
- Reduce program spending by \$1.493 million.
- Reduce the book budget by \$473,000 (9.6%)



- **Budget \$1.227 million from LPF reserves.**

- Leaves reserve balance of \$409,000.



75% Use of Reserve

- Increase attrition savings rate 1% (**\$409,000**).
- Eliminate funding for "new spending" initiatives. Includes telephone system upgrades, Branch M&R, computer replacement, Mission Bay Librarian, self-charge machines, repro/translation svcs, and Automation reclasses (**\$860,000**).
- Additional baseline reductions: 1.91 FTE, temp help, travel, training, bldg/equip. maintenance material and supplies, Youth Works funding, book processing materials & supplies, office materials & supplies (**\$223,000**).
- Reduce spending for books by 9.6%. Leaves \$4.4 million (**\$473,000**).
- Budget additional reserve funds (**\$1.227 million**).

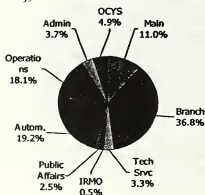
75% Use of Reserve

FTE REDUCTIONS

- 0.5 Lib II (Mission Bay)
- 0.38 Lib Page (Main)
- 0.39 Temp Help (Main)
- 0.53 Temp Help (Branch)
- 0.11 Temp Help (OCYS)
- 1.91 TOTAL

75% Use of Reserve

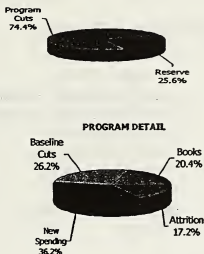
(Program Reductions)



MAIN	\$ (163,866)
BRANCH	\$ (549,813)
TECHN SRVC	\$ (49,191)
IRMO	\$ (7,709)
PUBLIC AFFAIRS	\$ (37,970)
AUTOMATION	\$ (286,101)
OPERATIONS	\$ (270,089)
ADMIN	\$ (54,752)
OCYS	\$ (72,890)
TOTAL	\$ (1,492,380)

50% Use of Reserve

- **Cut spending by \$2.374 million.**
 - Eliminate 6.94 FTE
 - Reduce program spending by \$1.890 million.
 - Reduce the book budget by \$484,000 (9.8%)
- **Budget \$818,000 from LPF reserves to offset cuts.**
 - Leaves reserve balance of \$818,000.



50% Use of Reserve

- Increase attrition savings rate 1% (**\$409,000**).
- Eliminate funding for "new spending" initiatives. Includes funding for telephone system upgrades, Branch M&R, computer replacement, Mission Bay Librarian, self-charge machines, repro/translation srvc, and Automation reclasses (**\$860,000**).
- Additional baseline reductions: **6.94** FTE, temp help, travel, training, bldg/equip. maintenance material and supplies, Youth Works funding, book processing materials & supplies, office materials & supplies, retrospective conversion, eliminate second notice (**\$621,000**).
- Reduce spending for books by 9.6%. Leaves \$4.4 million (**\$484,000**).
- Budget additional reserve funds (**\$818,000**). Leaves reserve balance of \$818,000.

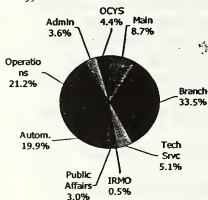
6.94 FTE

50% Use of Reserve

FTE REDUCTIONS

- 0.5 Lib II (Mission Bay)
- 0.38 Lib Page (Main)
- 1.0 Lib Assistant (Main - Borrower Svcs)
- 1.0 Lib Techn I (Main - SF History)
- 0.39 Temp Help (Main)
- 2.06 Temp Help (Branch)
- 1.0 Lib Assistant (OCYS)
- 0.11 Temp Help (OCYS)
- 0.50 Clerk (Finance Office)
- 6.94 TOTAL

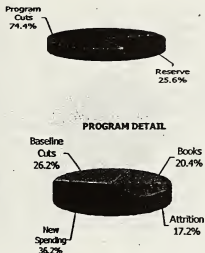
50% Use of Reserve



MAIN LIBRARY	\$ (288,796)
BRANCH	\$ (646,619)
TECH SRVCS	\$ (78,357)
IRMO	\$ (7,709)
PUBLIC AFFAIRS	\$ (45,966)
AUTOMATION	\$ (302,337)
OPERATIONS	\$ (322,258)
ADMIN	\$ (79,532)
OCYS	\$ (118,790)
TOTAL	\$ (1,890,363)

No Position Cuts

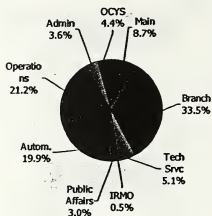
- **Cut spending by \$2.012 million.**
 - Eliminate 0.00 FTE
 - Reduce program spending by \$1.528 million.
 - Reduce the book budget by \$484,000 (9.8%)
- **Budget \$1.180 million from LPF reserves to offset cuts.**
 - Leaves reserve balance of \$456,000.



No Position Cuts

- Increase attrition savings rate 1% (**\$409,000**).
- Eliminate funding for "new spending" initiatives. Includes telephone system upgrades, Branch M&R, computer replacement, self-charge machines, repro/translation svcs, and Automation reclasses (**\$821,000**).
- Additional baseline reductions: Travel, training, bldg/equip. maintenance material and supplies, Youth Works funding, book processing materials & supplies, office materials & supplies, eliminate second notice, retrospective conversion (**\$297,000**).
- Reduce spending for books by 9.6%. Leaves \$4.4 million (**\$484,000**).
- Budget additional reserve funds (**\$1.181 million**). Leaves reserve balance of \$456,000.

No Position Cuts



MAIN LIBRARY	\$ (132,785)
BRANCH	\$ (510,813)
TECH SRVCS	\$ (78,357)
IRMO	\$ (7,709)
PUBLIC AFFAIRS	\$ (45,966)
AUTOMATION	\$ (302,337)
OPERATIONS	\$ (322,258)
ADMIN	\$ (54,752)
OCYS	\$ - (72,890)
TOTAL	\$ (1,527,867)

COMPARISON

(in 000's)

	January Plan	Change	75% Reserve	Change	50% Reserve	Change	No Pos. Cuts
FIE	0.50	1.41	1.91	4.63	6.54	(6.54)	0.00
New Funding Initiatives	\$1,414	\$ (145)	\$1,269	\$ -	\$1,269	\$ (39)	\$1,230
Additional Baseline Reductions	\$ -	\$ 223	\$ 223	\$ 388	\$ 621	\$ (324)	\$ 297
Subtotal, Program Reductions	\$1,414	\$ 78	\$1,492	\$ 388	\$1,890	\$ (363)	\$1,527
Back Budget	\$ 246	\$ 227	\$ 473	\$ 11	\$ 484	\$ -	\$ 484
Total, Reductions	\$1,660	\$ 305	\$1,965	\$ 408	\$2,374	\$ (363)	\$2,011
Reserve	\$1,532	\$ (309)	\$1,227	\$ (403)	\$ 818	\$ 363	\$1,181
Total	\$3,192	\$ -	\$3,192	\$ -	\$3,192	\$ -	\$3,192

COMPARISON

	75%	Change	50%	Change	No Pos OUs
MAIN	\$ (163,885)	\$ (124,900)	\$ (288,785)	\$ 155,011	\$ (132,765)
BRANCH	\$ (548,813)	\$ (55,806)	\$ (604,619)	\$ 135,806	\$ (510,813)
TECHN SVC	\$ (48,191)	\$ (24,166)	\$ (72,357)	\$ -	\$ (72,357)
INFO	\$ (7,709)	\$ -	\$ (7,709)	\$ -	\$ (7,709)
PUBLIC AFFAIRS	\$ (37,970)	\$ (7,996)	\$ (45,966)	\$ -	\$ (45,966)
AUTOMATION	\$ (285,101)	\$ (16,295)	\$ (301,397)	\$ -	\$ (301,397)
OPERATIONS	\$ (270,039)	\$ (52,169)	\$ (322,208)	\$ -	\$ (322,208)
ADMIN	\$ (54,752)	\$ (24,780)	\$ (79,532)	\$ 24,780	\$ (54,752)
CCYS	\$ (72,890)	\$ (45,900)	\$ (118,790)	\$ 45,899	\$ (72,891)
SUBORDINAL PROCS	\$ (1,482,381)	\$ (397,933)	\$ (1,880,314)	\$ 352,455	\$ (1,527,859)
BOOK BUDGET	\$ (472,730)	\$ (10,939)	\$ (483,729)	\$ -	\$ (483,729)
RESERVE	\$ (1,225,771)	\$ 408,922	\$ (817,849)	\$ (362,466)	\$ (1,180,315)
	\$ (3,191,942)	\$ -	\$ (3,191,942)	\$ -	\$ (3,191,942)

RECOMMENDATION

Authorize staff to develop and submit to the Mayor, potential reduction plan based on 75% use of reserve funds.



//



January 30, 2002

San Francisco Public Library

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director

RE: FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ISSUE: City Departments are required by the Mayor to submit along with their proposed budgets for Fiscal Year (FY) 2002-03, reduction proposals equal to 10% of budgeted General Funds. In January, the Commission approved the Library's proposed FY 2002-03 Budget that is partially supported by a General Fund allocation of \$31.921 million. A 10% General Fund reduction is equivalent to \$3.192 million. Staff noted that reductions would only be implemented if the City's revenue situation declined from assumptions used to prepare the budget. At the January 4th meeting, staff presented a proposal that would cut program expenditures by \$1.5 million – including reductions to the book budget – and offset the balance of the required reduction by using or budgeting an additional \$1.6 million from unappropriated reserves in the Library Preservation Fund (LPF). The \$1.5 million in program cuts proposed in January are still an integral part of the reduction alternatives described below and are summarized on Attachment D. Staff noted that the use of reserves in lieu of General Fund to support Library services would essentially deplete the reserve; however, staff also noted that the plan would mitigate the need to make deeper cuts in baseline programs or services in FY 2002-03. The Commission was very concerned about depleting the reserve and directed staff to consider and present alternatives on meeting the required reductions.

ALTERNATIVES: In response to the Commission's directive, staff has prepared three additional proposals for the Commission's consideration. Details are provided on Attachments A, B, and C.

1. **75% USE OF RESERVE:** Cut program expenditures by \$1.965 million and 1.91 FTE.
Budget an additional \$1.227 million from the LPF reserve to make up the difference (Attachment A).
2. **50% USE OF RESERVE:** Cut program expenditures by \$2.374 million and 6.94 FTE.
Budget an additional \$818,000 from the LPF reserve to make up the difference (Attachment B).
3. **NO POSITION CUTS:** Cut program expenditures by \$2.012 million and 0.00 FTE and budget an additional \$1.180 million from the reserve to make up the difference (Attachment C).

SUMMARY OF ALTERNATIVES:

1. Under the "75%" plan, the \$3.192 million reduction would be met by reducing program expenditures by \$1.965 million and budgeting an additional \$1.227 million from unappropriated balances in the LPF. Under this plan, the Library would eliminate 1.91 FTE¹ and cut program spending by \$1.493 million and reduce the book budget by \$473,000 or 9.6%. It differs from the plan presented in January in that it includes an additional 4.6% reduction to the book budget (for a total reduction of 9.6%); and includes an additional \$223,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$409,000.
2. Under the "50%" plan, the \$3.192 million reduction would be met by reducing program expenditures by \$2.374 million and by budgeting an additional \$818,000 from unappropriated balances in the LPF. Under this plan, the Library would eliminate 6.94 FTE² and cut program spending by \$1.890 million and reduce the book budget by \$484,000 or 9.8%. It differs from the plan presented in January in that it includes an additional 4.8% reduction to the book budget (for a total reduction of 9.8%); and includes an additional \$621,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$818,000.
3. The "No Position Cut" plan is the "50%" plan without the position reductions. Under this plan, the \$3.192 million reduction would be met by reducing program expenditures by \$2.012 million and by budgeting an additional \$1.180 million from unappropriated balances in the LPF. Under this plan, the Library would cut program spending by \$1.528 million and reduce the book budget by \$484,000 or 9.8%. It differs from the plan presented in January in that it includes an additional 4.8% reduction to the book budget (for a total reduction of 9.8%); and includes an additional \$297,000 in program cuts. This plan would leave an estimated reserve in the LPF of \$456,000.

SERVICE IMPACTS:

- **OCYS:** The proposed budget cuts will create a shortage of supplies to support programs and process materials for children and youth and cause delays in the processing of books and other materials for children and teens.
- **Automation Division:** Eliminates funds used to send out the second late notice. Although elimination of the 2nd notice will not adversely affect the materials recovery program, there may be a public services impact as library patrons adjust to receiving one notice (ten days following the due date) before receiving the invoice (at 60 days overdue). Cuts beyond this will eliminate routine computer room maintenance, reduce ability to repair equipment, and reduce ability to maintain databases funded by Prop D (Children's Baseline) funds.
- **Technical Services Division:** The current stock of library materials processing supplies will be eliminated and purchases of these items as well as office supplies and minor furnishings will be reduced. In addition, database maintenance activities will be reduced. Cuts beyond this will affect workloads associated with retrospective cataloging and inventory activities, the processing of Chinese language materials, and catalog maintenance activities.

¹ Includes eliminating 0.5 FTE for Librarian I for Mission Bay; 0.38 FTE Library Page and 0.39 FTE Temporary Help in the Main Library; 0.53 FTE Temporary Help in the Branch Library; and, 0.11 Temporary Help in OCYS.

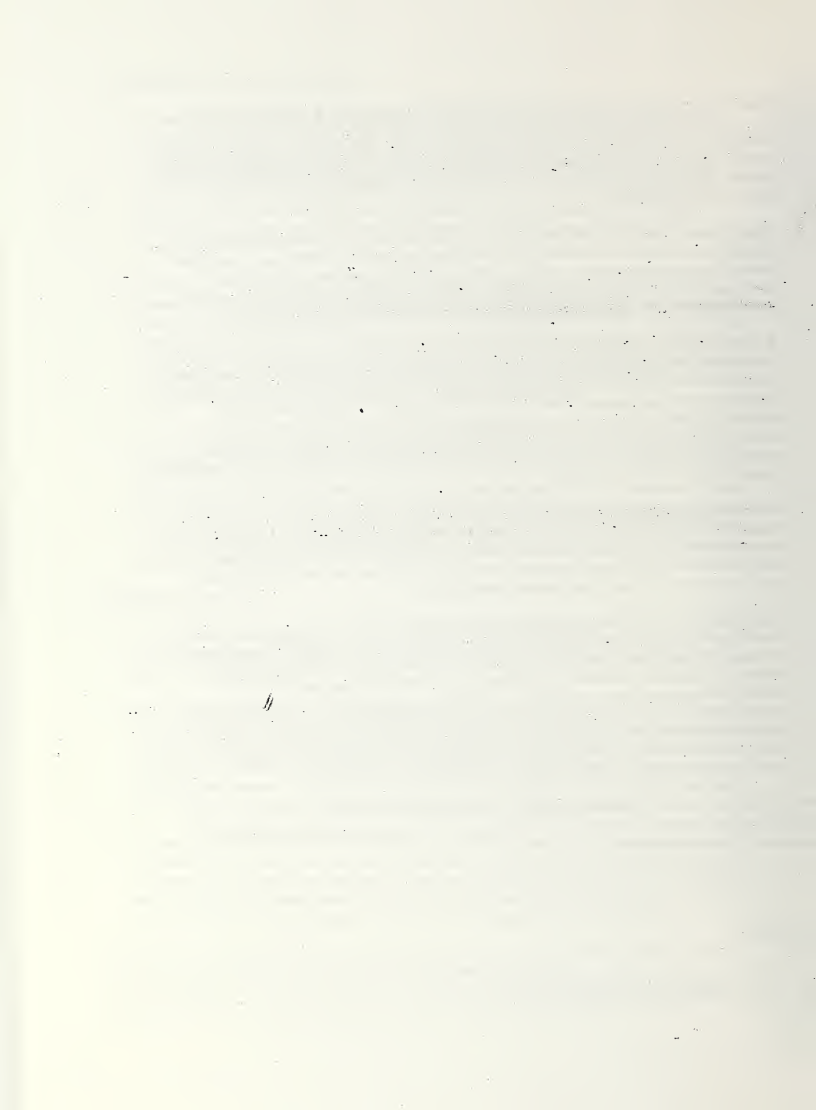
² Includes eliminating 0.5 FTE Librarian II (Mission Bay) and 2.06 FTE Temporary Help in the Branch Library; 0.38 FTE Library Page, 1.0 3610 FTE (Borrower Services), 1.0 3616 Library Technician (SF History), and 0.39 FTE Temporary Help in the Main Library; 0.5 1404 Clerk (Finance), and 1.0 3610 Library Asst. and 0.11 Temporary Help FTE in OCYS.

- **Main Library:** The reduction in office supplies and other materials & supplies will affect staff's ability to process materials in a timely manner. This will impact circulation and collection services and reduce the ability to make materials available to the public in a timely manner. The reduction in personnel will affect staff's ability to shelve and checkout material quickly and keep reference desks open resulting in patron's inability to find material or answers to their questions.
- **Public Affairs:** Reducing funds budgeted for delivery services, equipment maintenance, graphic design supplies and materials, and miscellaneous materials will have an operational impact. Impacts include fewer mailings and overnight deliveries of materials, deferred maintenance of audio-visual equipment, fewer graphics and print supplies used for exhibits, public programs, and public announcements, and loss of funds to replace display cases.
- **Branch Libraries:** Reductions to materials and supplies budget will prohibit the replacement of broken or outdated equipment and furnishings with ergonomic workstations for staff; and to respond to emergency needs for the Branch system. The 51% reduction to temporary help funds used to hire part-time as needed (PTAN) Librarians and Library Pages needed to temporary fill vacancies and to cover staff absences will impact service hours. This cut equates to 3,636 hours of lost coverage and Branch Libraries could experience temporary closures due to inability to maintain minimum-staffing levels when regularly assigned staff is absent.
- **Operations & Maintenance:** Reductions in various maintenance supply accounts will be managed by maintaining lower levels of inventory during 2002-2003. The cuts however, will result in lower inventory levels for various maintenance supplies, eliminate the purchase of some replacement furniture and equipment, and reduce funds budgeted for building repair which will increase infrastructure deferred maintenance.
- **Administration:** A \$10,000 (10%) reduction to the training budget will result in less training for all staff. For example, InfoPeople courses that cost \$50 each keep librarians current with technology. Cutting these funds means the loss of 200 class seats for staff attending this training. In addition the reduction to funding for the Youth Works program will reduce funded positions from 8 to 6 and eliminate employment opportunities for disadvantaged and at-risk youth. A reduction of \$6,000 (20%) to the travel budget will severely limit travel and professional development opportunities at conferences and workshops and further limit the ability to fully reimburse staff traveling for business reasons. Typical cost for trips is approximately \$1,000 and reimbursement will probably not exceed \$500.

RECOMMENDATION: Staff recommends approval of the "75% Use of Reserve" plan. This plan has the least impact on public service and library operations and leaves a small reserve for emergencies and contingencies.

Attachments

cc: Paul Underwood, Chief Deputy Librarian



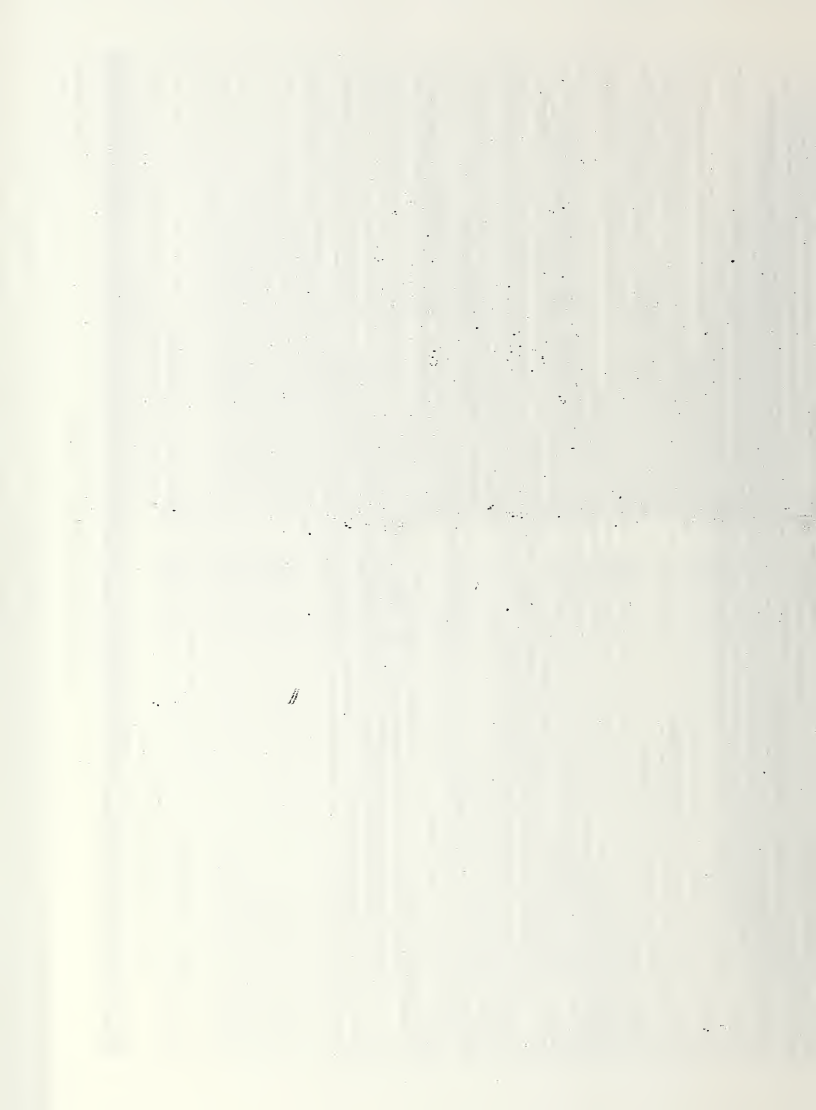
Division	Item	Budget	FTE	Description
10% REDUCTION		\$ (3,181,941)		
Systemwide Reserve		\$ (1,226,771)		Represents 75% of reserve. Leaves reserve balance of \$409,000.
New Funding Initiatives				See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted attrition (salary/fringe) savings which will reduce
Systemwide		\$ (1,288,375)	-0.50	FTE by 8.52.
Systemwide Book Budget (10% Reduction)		\$ (472,750)	0.00	9.5% reduction in book budget. Reduces book budget from \$4,928 million to \$4,453 million.
		\$ (2,988,936)	-0.50	
BASELINE BUDGET REDUCTIONS				
	Travel			20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline doesn't adequately cover travel costs and the reduction exacerbates this situation.
City Lib	Other Materials & Supplies	\$ (6,000)		
City Lib	ILS Consultant	\$ (8,173)		Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
City Lib	Commission Materials & Supplies	\$ (1,000)	0.00	20% reduction to Commission's operating budget.
Finance	Eliminate 1404 Clerk (0.5 FTE)	\$ -		
HR	Materials & Supplies	\$ (2,500)		52% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,600)		Reduces from 8 to 6, the number of disadvantaged youth the Library can hire.
HR	DTIS TLC Work Order	\$ (2,735)		Additional loss of training opportunities for staff. Provides computer related training
HR	DHR Mgt. Training Work Order	\$ (200)		Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION, SUBTOTAL	\$ (37,769)	0.00	
Main	Office supplies (book trucks, book ends, binders, shelf labels, etc.)	\$ (2,500)		22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Other Materials & Supplies (Gressco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies.	\$ (9,900)		22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
a/ Main	Eliminate 0.38 Page	\$ (12,840)	-0.38	15 hour Page. Staffs page desk, shelves materials. Loss of position will result in diminished capacity to return materials to shelves in a timely manner and less assistance at paging desks.
a/ Main	Eliminate 3510 Borrower Svcs	\$ -	0.00	
a/ Main	Eliminate 3516 SF History	\$ -	0.00	
a/ Main	Reduce Temporary Help	\$ (16,240)	-0.39	Funds part-time as needed (PTAN) librarians that staff reference desks due to vacancies, sickness, vacations, attendance at training or conferences, or emergencies. Loss of 15 hours of service at reference desks. This is a 15% cut in temp help.
	MAIN LIBRARY, SUBTOTAL	\$ (43,480)	-0.77	

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

75% Use of Reserve

Division	Item	Budget	FTE	Description
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (4,195)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair A/V equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (4,195)	0.00	
	Operations			
	Operations			
Operations	Small equipment repair	\$ (1,000)		15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
	First Aid/Emergency Supplies	\$ (1,000)		20% reduction in funds budgeted for first aid/emergency supplies.
	Stockroom Supplies	\$ (5,000)		7% reduction in stockroom materials (e.g. systemwide office supplies).
	Hardware supplies	\$ (5,000)		11% reduction in funds budgeted for hardware use to maintain facilities.
	Fuels & Lubricants	\$ (2,000)		66% reduction in fuels and lubricants used to operate maintenance equipment.
	Forms account	\$ (4,000)		80% reduction in funds budgeted for the purchase of forms (e.g.,)
	Electrical Supplies	\$ (5,000)		13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
	Building Construction Supplies (Painting)	\$ (2,800)		20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
	Equipment Rental (service maintenance on copier)	\$ (1,200)		Eliminates service maintenance agreement funds for O&M's copier.
	Small tools & instruments	\$		33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$		20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
	Professional & Specialized Services (Moving)	\$		50% reduction to funds budgeted for professional moving services.
	Building and Construction Supplies (Plumbing)	\$		33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
	CPW-BBR Work Order routine maintenance & repairs performed by BBR.	\$		Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$		20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (27,000)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
	Techn Svcs			
	Techn Svcs			
	Techn Svcs			
	Techn Svcs			
Techn Svcs	Retrospective Conversion	\$ (7,252)	0.00	Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
	TECHN SVCS, SUBTOTAL	\$ (15,302)	0.00	Funds budgeted to buy security strips. Viable as book purchases will also be reduced.
	Automation			Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
	2nd Overdue Notice	\$ (22,000)		Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory; and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.
Total		\$ (22,000)		Reduces the number of notices for overdue materials from 3 to 2 - eliminates the second notice.

Division	Item	Budget	FTE	Description
Automation	Computer Room Maintenance	\$ -	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (22,000)	0.00	
		\$ -		
OCVS	Eliminate 3610 Catalog Support for Children's Materials (Position in Technical Svcs)	\$ -	0.00	
OCVS	Temp Help (OCVS)	\$ (5,933)	-0.11	Eliminates temporary help budget. If workload cannot be absorbed by staff loss of funds will result in reductions to service.
OCVS	Office Supplies (OCVS)	\$ (1,030)		26.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCVS	Equipment Maintenance - CODA Custom Prg (Automation)	\$ (10,000)		50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCVS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)		Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCVS	OCCLC (Techn Svcs)	\$ (1,150)		7.6% reduction to funds budgeted for OCCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCVS	Bar Codes (Techn Svcs)	\$ (1,928)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCVS	Security Strips (Techn Svcs)	\$ (1,681)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCVS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00	55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCVS, SUBTOTAL	\$ (23,200)	-0.11	Overall cut reflects a 44.9% reduction to funds budgeted in OCVS for these purposes.
Branch	Material & Supplies	\$ (25,000)		21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture, purchase ergonomic workstations for staff, and to respond to emergencies.
Branch	Temporary Help	\$ (25,000)	-0.53	51% reduction to TH funds used to hire part-time as needed (PTAN) Librarians and Library Pages needed to temporary fill vacancies and to cover staff absences. Equates to 3,636 hours of coverage lost.
	BRANCH, SUBTOTAL	\$ (50,000)	-0.53	
		\$ (223,005)	-1.41	
	SUBTOTAL, BASELINE REDUCTIONS	\$ (3,191,541)	-1.91	
	TOTAL REDUCTIONS			



Division	Item	Budget	FTE	Description
10% REDUCTION				
Systemwide	Reserve	\$ (3,191,944)		
Systemwide	Reserve	\$ (817,849)	0.00	Represents 50% of reserve. Leaves reserve balance of \$318,000.
Systemwide	New Funding Initiatives	\$ (1,269,375)	-0.50	See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted attrition (salary/fringe) savings which will reduce budget by 8.52.
Systemwide	Book Budget (10% Reduction)	\$ (483,729)	0.00	0.8% reduction in book budget. Reduces book budget from \$4,926 million to \$4,442 million.
		\$ (2,570,953)	-0.50	
BASELINE BUDGET REDUCTIONS				
	Travel			20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline doesn't adequately cover travel costs and the reduction exacerbates this situation.
City Lib		\$ (6,000)	0.00	
City Lib	Other Materials & Supplies	\$ (2,500)	0.00	Completely eliminates the office supply budget for the City Librarian.
City Lib	ILS Consultant	\$ (8,173)	0.00	Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
City Lib	Commission Materials & Supplies	\$ (1,000)	0.00	20% reduction to Commission's operating budget.
	Eliminate 1404 Clerk (0.5 FTE)			Position responsible for receiving and date stamping invoices, reviewing travel and employee expense claims, receiving and logging vendor calls and inquiries, receiving and distributing mail, and general office assistance.
Finance		\$ (24,780)	-0.50	
HR	Materials & Supplies	\$ (2,590)	0.00	62% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,600)	0.00	Reduces from 8 to 6.8 the number of disadvantaged youth the library can hire.
HR	DTIS TLC Work Order	\$ (2,735)	0.00	Additional loss of training opportunities for staff. Provides computer related training.
HR	DHR Mgt. Training Work Order	\$ (200)	0.00	Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION SUBTOTAL	\$ (62,578)	-0.50	
Main	Office supplies (book trucks, book ends, binders, shelf labels, etc.)			22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Other Materials & Supplies (Gresco cases, AV equipment, mailing cards for library for the blind, minor furnishings and shelving, archival supplies,	\$ (2,500)	0.00	22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
		\$ (9,900)	0.00	
Main	Eliminate 0.38 Page	\$ (12,840)	-0.38	15 hour Page. Staffs page desk, shelves materials. Loss of position will result in diminished capacity to return materials to shelves in a timely manner and less assistance at paging desks.
Main	Eliminate 3510 Borrower Svcs	\$ (57,363)	-1.00	Full-time position. Loss of position will reduce ability to assist the public.
Main	Eliminate 3516 SF History	\$ (67,568)	-1.00	Full-time position. Loss of position will reduce ability to serve the public.
Main	Reduce Temporary Help	\$ (18,240)	-0.39	Funds part-time as needed (PTAN) librarians that staff reference desks due to vacancies, sickness, vacations, attendance at training or conferences, or emergencies. Loss of 15 hours of service at reference desks. This is a 15% cut in temp help.
	MAIN LIBRARY SUBTOTAL	\$ (168,410)	-2.77	

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

Division	Item	Budget	FTE	Description
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (12,191)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair AV equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00	
Operations	Small equipment repair	\$ (1,000)	0.00	16% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00	20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00	7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)	0.00	11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00	68% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account	\$ (4,000)	0.00	80% reduction in funds budgeted for the purchase of forms (e.g.)
Operations	Electrical Supplies	\$ (5,000)	0.00	13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	0.00	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
Operations	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00	Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ (3,000)	0.00	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ (10,000)	0.00	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00	50% reduction to funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00	33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPW-BBR Work Order (routine maintenance & repairs performed by BBR.	\$ (8,669)	0.00	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ (25,500)	0.00	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (78,169)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RUN Searching	\$ (350)	0.00	
Techn Svcs	Barcodes	\$ (1,000)	0.00	Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00	Funds budgeted to buy security strips. Viable as book purchases will also be reduced.
Techn Svcs	Furniture	\$ (4,200)	0.00	Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (38,418)	0.00	Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory; and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.
	TECHN SVCS, SUBTOTAL	\$ (44,468)	0.00	
Automation	2nd Overdue Notice	\$ (22,000)	0.00	Reduces the number of notices for overdue materials from 3 to 2 -- eliminates the second notice

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ALL
50% Use
Reserve

Division	Item	Budget	FTE	Description
Automation	Computer Room Maintenance	\$ (16,236)	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (36,236)	0.00	
OCYS	Eliminate 3610 Catalog Support for Children's Materials (Position in Technical Svcs)	\$ (45,900)	-1.00	Full-time position in Technical Services funded by Prop D (Children's Baseline) funds. Position assists with processing of children/youth materials. May impact processing of materials.
OCYS	Temp Help (OCYS)	\$ (5,263)	-0.11	Eliminates temporary help budget. If workload cannot be absorbed by staff loss of funds will result in reductions to service.
OCYS	Office Supplies (OCYS)	\$ (1,030)		28.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)		50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)		Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)		7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,826)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,861)		Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)		55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (69,130)	-1.11	Overall cut reflects a 45.9% reduction to funds budgeted in OCYS for these purposes.
Branch	Material & Supplies	\$ (50,000)	0.00	21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to emergencies.
Branch	Temporary Help	\$ (96,806)	-2.06	51% reduction to TH funds used to hire part-time as needed (PTAN) Librarians and Library Pages needed to temporary fill vacancies and to cover staff absences. Equals to 3,636 hours of coverage lost.
	BRANCH, SUBTOTAL	\$ (146,806)	-2.06	
	SUBTOTAL, BASELINE REDUCTIONS	\$ (620,988)	-6.44	
	TOTAL REDUCTIONS	\$ (3,191,941)	-6.94	

Division	Item	Budget	FTE	Description
10% REDUCTION		\$ (3,191,941)		
Systemwide	Reserve	\$ (1,180,345)	0.00	Represents 72% of reserve. Leaves reserve balance of \$455,000.
Systemwide	New Funding Initiatives	\$ (1,230,375)	0.00	See Attachment D. Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes a 1% increase in budgeted attrition (salary/fringe) savings which will reduce FTE by 0.52.
Systemwide	Book Budget (10% Reduction)	\$ (483,729)	0.00	9.6% reduction in book budget. Reduces book budget from \$4,928 million to \$4,442 million.
		\$ (2,894,449)	0.00	
BASELINE BUDGET REDUCTIONS				
	Travel			20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline doesn't adequately cover travel costs and the reduction exacerbates this situation.
City Lib		\$ (6,000)	0.00	
City Lib	Other Materials & Supplies	\$ (2,500)	0.00	Completely eliminates the office supply budget for the City Librarian.
City Lib	ILS Consultant	\$ (8,173)	0.00	Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
City Lib	Commission Materials & Supplies	\$ (1,000)	0.00	20% reduction to Commission's operating budget.
Finance	Eliminate 1404 Clerk (0.5 FTE)	\$ -	0.00	
HR	Materials & Supplies	\$ (2,590)	0.00	52% reduction to HR's supply budget.
HR	Youth Works Work Order	\$ (4,600)	0.00	Reduces from 8 to 6, the number of disadvantaged youth the library can hire.
HR	DTIS TLC Work Order	\$ (2,735)	0.00	Additional loss of training opportunities for staff. Provides computer related training.
HR	DHR Mgt. Training Work Order	\$ (200)	0.00	Additional loss of training opportunities for management staff.
HR	Training	\$ (10,000)	0.00	10% reduction to training budget will reduce opportunities for staff training.
	ADMINISTRATION, SUBTOTAL	\$ (37,798)	0.00	
				22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Office supplies (book racks, book ends, binders, shelf labels, etc.)	\$ (2,500)	0.00	
Main	Other Materials & Supplies (Grassco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies,	\$ (9,900)	0.00	22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
a/ Main	Eliminate 0.38 Page	\$ -	0.00	
a/ Main	Eliminate 3510 Borrower Svcs	\$ -	0.00	
a/ Main	Eliminate 3516 SF History	\$ -	0.00	
a/ Main	Reduce Temporary Help	\$ -	0.00	
	MAIN LIBRARY, SUBTOTAL	\$ (12,400)	0.00	
				24.2% out in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair AV equipment, fewer graphics and print supplies used for exhibits and public notices, and loss of replacement funds for display cases
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings	\$ (12,191)	0.00	
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00	

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

AL JACHMENIC
No Position Cuts

Division	Item	Budget	FTE	Description
Operations	Small equipment repair	\$ (1,000)	0.00	15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00	20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00	17% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)	0.00	11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00	66% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account	\$ (4,000)	0.00	60% reduction in funds budgeted for the purchase of forms (e.g., 13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Electrical Supplies	\$ (5,000)	0.00	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	0.00	Eliminates service maintenance agreement funds for O&M's copier.
Operations	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Small tools & instruments	\$ (3,000)	0.00	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Building and Construction Supplies	\$ (10,000)	0.00	50% reduction to funds budgeted for professional moving services.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00	33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	DPW/BBR Work Order (routine maintenance & repairs performed by BBR.	\$ (8,669)	0.00	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ (25,500)	0.00	Overall cut reflects an 16.1% reduction to division's funds budgeted for these purposes.
Operations	OPERATIONS & MAINTENANCE SUBTOTAL	\$ (79,169)	0.00	
Techn Svcs	RLIN Searching	\$ (350)	0.00	
Techn Svcs	Barcodes	\$ (1,000)	0.00	Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00	Library will purchase fewer security strips. May be viable if book purchases also be reduced.
Techn Svcs	Furniture	\$ (4,200)	0.00	Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (36,418)	0.00	Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory; and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.
Techn Svcs	TECHN SVCS. SUBTOTAL	\$ (44,469)	0.00	
Automation	2nd Overdue Notice	\$ (22,000)	0.00	Reduces the number of notices for overdue materials from 3 to 2 - eliminates the second notice.
Automation	Computer Room Maintenance	\$ (16,236)	0.00	Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
Automation	AUTOMATION SUBTOTAL	\$ (38,236)	0.00	
OCVS	Eliminate 3610 Catalog Support for Children's Materials (Position in Technical Svcs)	\$	0.00	Full-time position in Technical Services funded by Prop D (Children's Baseline) funds. Position assists with processing of children/youth materials. May impact processing of materials.

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

OCYS No Pot Cuts

Division	Item	Budget	FTE	Description
OCYS	Temp Help (OCYS)	\$ (5,283)	0.00	
OCYS	Office Supplies (OCYS)	\$ (1,030)	0.00	28.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CORA Custom Prg (Automation)	\$ (10,000)	0.00	50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)	0.00	Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)	0.00	7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,228)	0.00	Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,881)	0.00	Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00	56% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (23,230)	0.00	Overall cut reflects a 45.9% reduction to funds budgeted in OCYS for these purposes.
Branch	Material & Supplies			21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to emergencies.
Branch	Temporary Help	\$ (50,000)	0.00	
	BRANCH, SUBTOTAL	\$ -	0.00	
		\$ (50,000)	0.00	
	SUBTOTAL: BASELINE REDUCTIONS	\$ (237,492)	0.00	
	TOTAL REDUCTIONS	\$ (3,191,541)	0.00	

FY 2002-03 10% REDUCTION PLANNING	MAIN	BRANCH	TECHN SVCS	IRMO	PUBLIC AFFAIRS	AUTOMATION	O&M	ADMIN	CHILDREN'S BASELINE	TOTAL
TOTAL PROPOSED BUDGET 02-03	\$ 12,363,009	\$ 12,690,446	\$ 3,832,647	\$ 4,904,589	\$ 1,059,522	\$ 3,212,394	\$ 6,659,606	\$ 2,738,282	\$ 5,855,105	\$ 53,515,600
ALLOCATED REDUCTIONS										
Tool Lending Center		\$								
Salary Savings Increase	\$ (120,366)	\$ (114,813)	\$ (33,889)	\$ (7,709)	\$ (8,775)	\$ (12,101)	\$ (44,745)	\$ (16,954)	\$ (49,660)	\$ (409,031)
Mission Bay Librarian		\$ (39,000)								\$ (39,000)
Branch Telephones		\$ (140,000)								\$ (140,000)
Self Charge Machines		\$ (66,000)								\$ (66,000)
Telephone Systems		\$ (140,000)								\$ (140,000)
Repro/Translation Svcs					\$ (25,000)					\$ (25,000)
AIM Conversion										
Automation Staff Reclass						\$ (74,000)				\$ (74,000)
Branch M&R							\$ (198,344)			\$ (198,344)
Computer Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (178,000)	\$ -	\$ -	\$ -	\$ (178,000)
SUBTOTAL	\$ (120,366)	\$ (499,813)	\$ (33,889)	\$ (7,709)	\$ (33,775)	\$ (264,101)	\$ (243,089)	\$ (16,954)	\$ (49,660)	\$ (1,269,375)
5% Book Budget Reduction				\$ (208,257)					\$ (40,025)	\$ (246,282)
SUBTOTAL REDUCTIONS	\$ (120,366)	\$ (499,813)	\$ (33,889)	\$ (213,966)	\$ (33,775)	\$ (264,101)	\$ (243,089)	\$ (16,954)	\$ (89,685)	\$ (1,515,657)

2/5/02 City Librarian Report

Mentioned that key subjects of discussion at ALA Mid-Winter in New Orleans were the USA Patriot Act, which may present conflicts with priorities of user confidentiality, and incoming President Mitch Freedman's taskforce on library staff salary equity.

Mentioned that Pinnacle is new provider for networked printers and copies in Main and branches. Successful respondent to RFP issued when IKON, vendor for several years. Did not wish to renew their contract with the Library.

Highlighted upcoming exhibits - the Charrette exhibit in the 6th floor gallery from February 21 - April 25, the SPUR exhibit in the Stegner Center on the 5th floor from February 5 - May 15, focusing on SPUR's publication *Vision of a Place*; Unique Handmade Books on display from February 5 - March 16 in the 6th floor gallery; and *Portraits and Visions: 20th Century African American Writers* from March 10 - April 28 in the Jewett Gallery

Reported that Kate Keating Associates, a San Francisco firm, has been selected as the Main Library signage consultant. Experience includes signage design at City Hall, library signage design for the new Santa Clara City Library and branch renovations in the Seattle Public Library.

Current circulation statistics have increased - December was up 20% from previous year and January's preliminary report shows a 19% increase over previous year.

Reviewed very preliminary plans for new strategic planning process, (memo attached).

Announced upcoming public meetings on February 12th regarding the Glen Park Branch Library at the Glen Park Recreation Center at 8pm and on February 23rd regarding the Richmond Branch Library at the branch, 351 9th Ave., at 2pm.



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

To: Library Commission

From: Susan Hildreth, City Librarian *SH*

Re: Update on Library's Strategic Plan

Date: February 5, 2002

Background

Former City Librarian Regina Minudri, in response to a recommendation in the Mayor's Audit of the Library, initiated a strategic planning process using the Public Library Association's *Planning for Results* framework. That process began in the Fall of 1998 and was a very inclusive process that involved input from Commissioners, members of the community and staff. Library staff were members of the Planning Committee and other staff reviewed the work of the Planning Committee. These efforts resulted in a document that has guided the priorities of library services. This document has been reviewed with the Commission at various times during the last several years. The most recent draft was presented on July 25, 2001; and Commissioners suggested that a public hearing be held on the document. With the press of many other issues, particularly in regard to the Branch Bond Program, the hearing has not yet been calendared.

Several members of the staff attended a training in December on the *New Planning For Results*, which streamlines the process used in 1998. Many libraries around the country have used the *Planning for Results* framework; and the revised version, which incorporates feedback from many of these processes, suggests a fairly aggressive timeline and schedule to develop the plan. Much of the initial work on the current draft plan was done in 1999, and many factors in the community as well as the library have changed since that time. Therefore, it would seem reasonable to initiate a new process. There is much valuable information in the current draft plan; and much progress has been made on the proposed goals and objectives. It is important that staff update the Commission on that progress before a new process is initiated.

Timeline

I would recommend that the Commission discuss this matter in detail at the March 5, 2002, meeting. A potential timeline and work plan could be as follows:

March - April 2002	Review progress report on current draft plan Establish process for drafting new plan
May - June 2002	Establish Planning Committee Gather information needed for Planning Committee work
July - August 2002	Planning Committee participates in community visioning and selection of library service priorities. Work is approved by Commission. Staff develops preliminary goals and activities based on library service priorities.
September - October 2002	Planning Committee reviews final plan and forwards to Commission for approval. Develop communication and implementation strategies based on plan. Plan in place for 2003/04 budgeting process.



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING*

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, February 21, 2002

TIME: 4:00 PM

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. **APPROVAL OF THE JANUARY 17, 2002 MINUTES ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 17, 2002.
Explanatory document: draft minutes
2. **LIBRARY 2002/2003 BUDGET ACTION**
Presentation of and discussion of and possible action to approve a proposed final Commission revision of the 2002/03 Library Budget.
Explanatory documents: draft revised 2002/2003 budget document.
3. **CIAC REQUEST (Capital Improvement Advisory Committee) ACTION.**
Presentation of, discussion of, and possible action to approve a request for fiscal year 2002/03 capital improvement projects to be forwarded to the CIAC (Capital Improvements Advisory Committee).
4. **BOND PROGRAM MANAGER'S REPORT DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an informational presentation: Tim Kelly, Landmarks Preservation Advisory Committee; regular reports: Program budget and schedule; active projects; and community outreach; and special reports: a design excellence program.
Explanatory document: Program budget and schedule report.
5. **PROP. 14 (State Library Bond) REPORT DISCUSSION**
Presentation on and discussion of Prop. 14 (State Library Bond) and proposed San Francisco Public Library project applications.
Explanatory document: Prop. 14 (State Library Bond) projects report.

DOCUMENTS DEPT.

02-15-02P01:44 RCVd

FEB 15 2002

SAN FRANCISCO
PUBLIC LIBRARY

21/02
Villie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
President

Carol Steiman
Vice President

Jelen Marte Bautista
Donnie K. Chin
Steven A. Coulter
Ran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary



6. PUBLIC COMMENT

DISCUSSION

(This item to allow members of the public to comment on matters within the commission's purview as well as introduce new agenda for the commission's consideration.)

7. ADJOURNMENT (motion and public comment required)

ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at <http://sfpl.lib.ca.us/>. 2/13/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS. THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE [SF ADMIN CODE SECS. 16.520 - 16.534] TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE HTTP://WWW.CI.SF.CA.US/ETHICS/.

MICHAEL HOUSH, COMMISSION SECRETARY

1/9/01



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 13, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian

FROM: George M. Nichols, Finance Director 

ITEM: **FY 2002-03 POTENTIAL BUDGET REDUCTIONS**

ISSUE: Prepare and submit to the Mayor, reduction proposals equal to 10% of estimated General Fund budgeted in FY 2002-03. Requires the Library to submit reduction proposals equal to \$3.192 million. As previously noted, reductions will be implemented only if revenue assumptions used to prepare the Library's proposed budget for FY 2002-03 are not realized.

BACKGROUND: In January, staff presented the Commission a plan to meet a potential 10% General Fund reduction. Upon consideration of staff's proposal, the Commission directed staff to develop other alternatives and three alternative reduction plans were presented to the Commission during its meeting on February 5th. After considering the three alternatives, the Commission directed staff to revise the "75% Use of Reserve Plan" by limiting the reduction to the book budget to 5% or \$246,000 (reduced from a \$492,000 or 10% cut) and to make up the shortfall by eliminating positions.

ANALYSIS: Consistent with the Commission's direction, staff has prepared the attached plan to meet a potential 10% General Fund reduction. The plan provides for an additional allocation of up to \$1.226 million (75% of estimated reserve) from the Library Preservation Fund reserve balance to offset General Fund cuts and \$1.965 million in program cuts. The \$1.965 million in program cuts include:

- \$246,000 (5%) reduction to the book budget (reduced from 10% or \$492,000).
- \$196,000 by eliminating 3.16 FTE. Includes 0.50 Librarian II for Mission Bay, 0.50 Clerk in the Finance Office, 1.0 Library Assistant in the Main, 1.0 Library Technician I in the Main Library, and 0.16 temporary help FTE in the Branch Libraries.
- \$409,000 by increasing budgeted attrition savings by 1% (from 5% to 6%).
- \$280,000 to upgrade telecommunication systems at 10 branch libraries.

- \$198,000 for routine maintenance and repair of branch facilities.
- \$178,000 to replace workstations, PCs, and other peripheral devices system-wide.
- \$66,000 to purchase three express checkout machines for Mission Branch Library.
- \$25,000 for reproduction and translation services.
- \$74,000 to upgrade or reclassify 6.5 Information System Technicians to Information Systems Administrators.
- \$293,000 in various operating and expense categories including training, travel, program materials and supplies, building and equipment maintenance materials supplies, book processing materials and supplies, and general office equipment, materials, and supplies.

RECOMMENDATION: Adopt the revised "75% Use of Reserve Plan" and authorize staff to prepare and submit reduction proposals as required by the Mayor.

Attachments

cc: Paul Underwood, Chief Deputy Librarian

Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT D
Commission Plan

Division	Item	Budget	FTE Description
10%	REDUCTION	\$ (3,191,941)	
Systemwide	Reserve	\$ (1,226,771)	Represents 75% of reserve. Leaves reserve balance of \$409,000.
Systemwide	New Funding Initiatives	\$ (1,263,325)	Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes eliminating the Mission Bay Lib II (0.5 FTE) and a 1% increase in budgeted attrition (salary/fringe) savings.
Systemwide	Exp. Budget Reduction (\$)	\$ (245,222)	LPF Base = \$4,926 million. Less reduction = \$4,680 million.
		\$ (2,742,423)	-0.50
BASELINE BUDGET REDUCTIONS			
City Lib	Travel	\$ (6,000)	20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline doesn't adequately cover travel costs and the reduction exacerbates this situation.
City Lib	Other Materials & Supplies	\$ (2,500)	0.00
City Lib	ILS Consultant	\$ (8,173)	0.00
City Lib	Commission Materials & Supplies	\$ (1,000)	0.00
			Completely eliminates the office supply budget for the City Librarian.
			Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
			20% reduction to Commission's operating budget.
			Position responsible for receiving and date stamping invoices, reviewing travel and employee expense claims, receiving and logging vendor calls and inquiries, receiving and distributing mail, and general office assistance.
Elimination	Elimination of 0.06 (0.9%) (0.5 FTE)	\$ (74,750)	0.00
HR	Materials & Supplies	\$ (2,590)	0.00
HR	Youth Works Work Order	\$ (4,600)	0.00
HR	DTIS TLC Work Order	\$ (2,735)	0.00
HR	DHR Mgt. Training Work Order	\$ (200)	0.00
HR	Training	\$ (10,000)	0.00
			Additional loss of training opportunities for management staff.
			10% reduction to training budget will reduce opportunities for staff training.
		\$ (62,578)	-0.50
			ADMINISTRATION, SUBTOTAL
Main	Office supplies (book trucks, book ends, binders, shelf labels, etc.)	\$ (2,500)	0.00
			22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Other Materials & Supplies (Gresco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies, etc.)	\$ (9,900)	0.00
			22.9% of funds budgeted for these items and will effect circulation, collection, and making materials available to the public.
Main	Elimination of 0.06 (0.9%) (0.5 FTE)	\$ (74,750)	0.00
Main	Elimination of 0.06 (0.9%) (0.5 FTE)	\$ (74,750)	0.00
			Full-time position. Loss of position will reduce ability to assist the public.
			Full-time position. Loss of position will reduce ability to serve the public.
		\$ (137,330)	-2.00
			MAIN LIBRARY, SUBTOTAL

**Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS**

**ATTACHMENT D
Commission Plan**

Division	Item	Budget	FTE	Description
Public Affairs	Delivery svcs. equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (12,191)	0.00	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair A/V equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00	
Operations	Small equipment repair	\$ (1,000)	0.00	15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00	20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00	7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)	0.00	11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00	66% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account	\$ (4,000)	0.00	80% reduction in funds budgeted for the purchase of forms (e.g.,).
Operations	Electrical Supplies	\$ (5,000)	0.00	13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	0.00	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00	Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ (3,000)	0.00	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ (10,000)	0.00	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00	50% reduction to funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00	33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPW-BBR Work Order (routine maintenance & repairs performed by BBR.	\$ (8,669)	0.00	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ (25,500)	0.00	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (79,169)	0.00	Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RLIN Searching	\$ (350)	0.00	
Techn Svcs	Barcodes	\$ (1,000)	0.00	Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00	Library will purchase fewer security strips. May be viable if book purchases also be reduced.
Techn Svcs	Furniture	\$ (4,200)	0.00	Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (36,418)	0.00	Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory; and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.

Public Library
FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT D
Commission Plan

Division	Item	Budget	FTE Description
	TECHN SRVCS, SUBTOTAL	\$ (44,468)	0.00
Automation	2nd Overdue Notice	\$ (22,000)	0.00 Reduces the number of notices for overdue materials from 3 to 2 -- eliminates the second notice.
Automation	Computer Room Maintenance	\$ (16,236)	0.00 Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (38,236)	0.00
OCYS	Office Supplies (OCYS)	\$ (1,030)	0.00 26.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)	0.00 50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)	0.00 7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,926)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,681)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00 55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (17,947)	0.00 Overall cut reflects a 45.9% reduction to funds budgeted in OCYS for these purposes.
Branch	Material & Supplies	\$ (50,000)	0.00 21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to temporary help.
Branch	Temporary Help	\$ (7,594)	0.00 4% reduction to budgeted temporary help.
	BRANCH, SUBTOTAL	\$ (57,594)	-0.16
	SUBTOTAL, BASELINE REDUCTIONS	\$ (449,513)	-2.66
	TOTAL REDUCTIONS	\$ (3,197,941)	-3.16
	ARIANCE (over/under)	\$ (0)	

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program

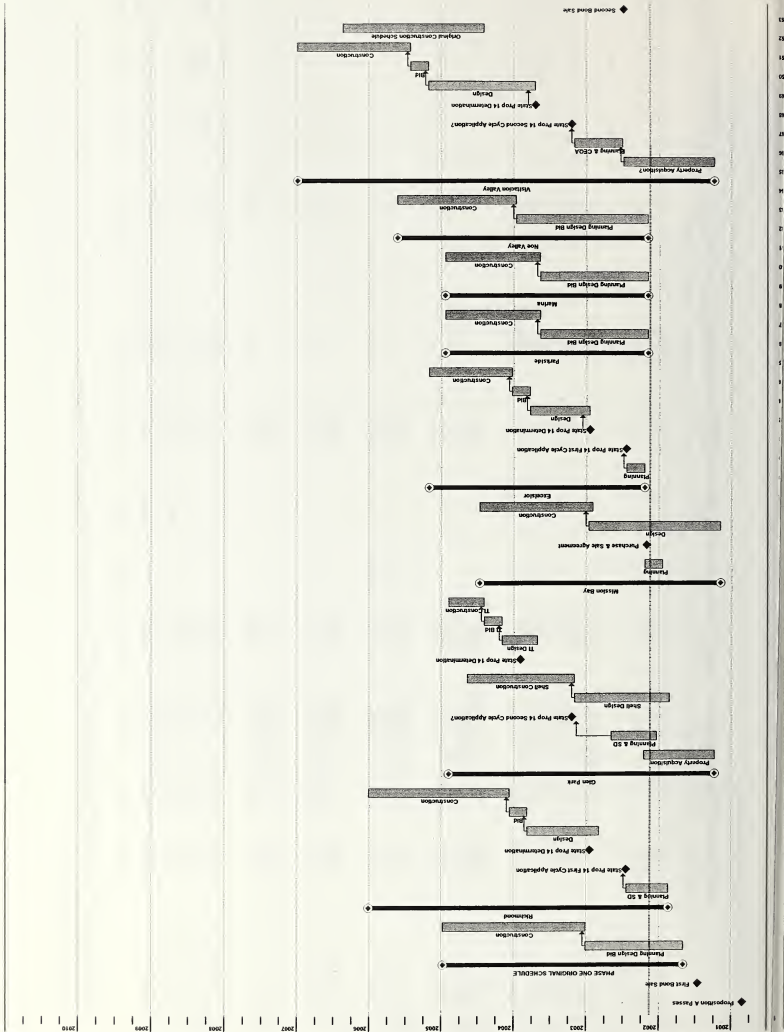
February 21, 2002

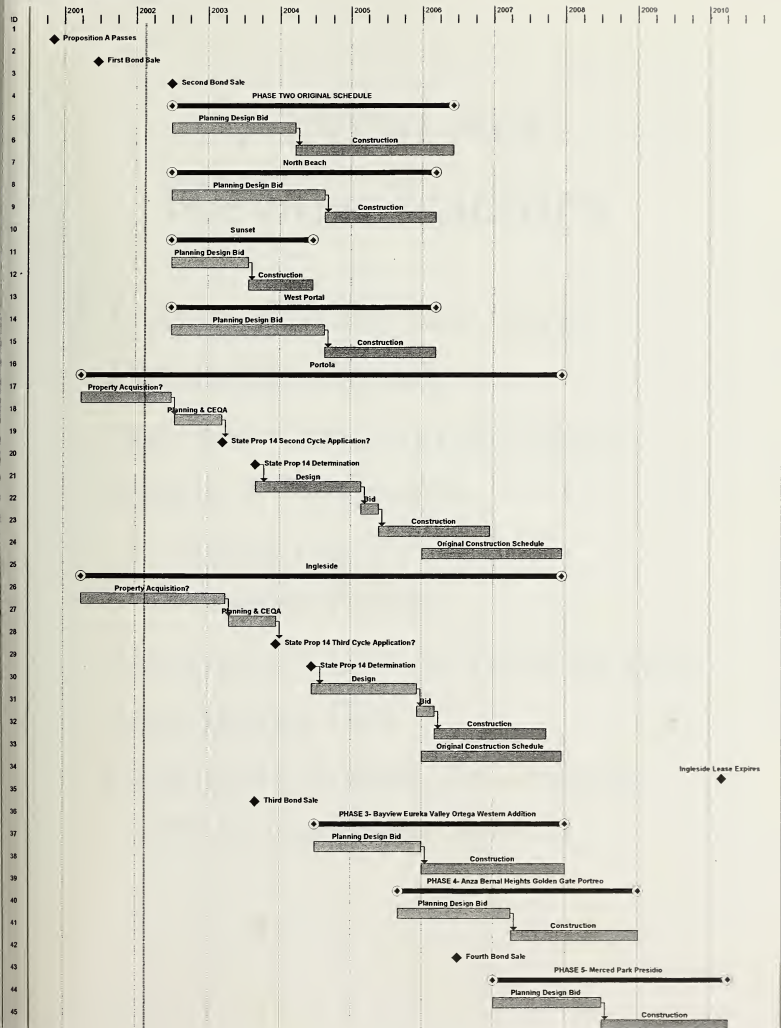
[illegible]

(1) Direct Cost of Land estimated by CRE as follows: Inside \$1,135,000; Outside \$1,100,000; Utilities \$1,100,000

(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial effort(s))

(34) Private donations from Friends & Foundation



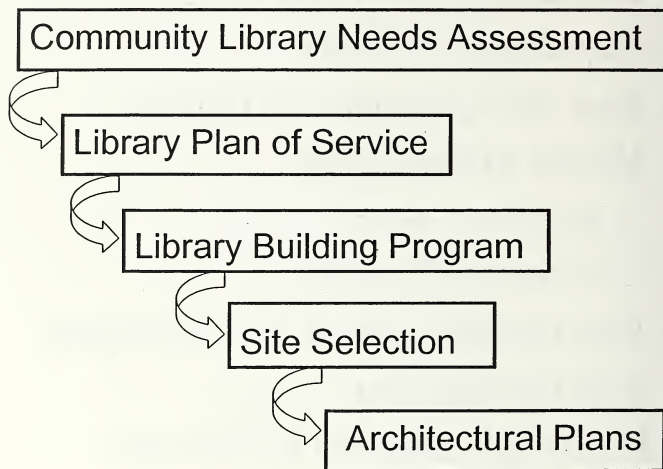


7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- Needs of Residents
 - Existing Library
 - Proposed Project
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate
(Only for New Public Libraries)

How They Relate...

Library Planning Documents



TYPE OF PROJECT

New Public Library Building

New Building

Conversion

Conversion & Expansion

Priorities

Joint Use - 1st

Co-
Located

Joint
Venture

All Others - 2nd

Computer Center

Family Literacy Center

Homework Center

Shared Electronic/
Telecommunications

Subject Specialty
Center

Career Center

Existing

Remodeling

Remodeling & Expansion

Priorities

Inadequate
Infrastructure - 1st

All Others - 2nd

PROPOSTION 14 CONSIDERATIONS

THREE APPLICATION CYCLES FOR \$350 MILLION STATEWIDE

- June 14, 2002 - \$150 million maximum to be awarded
- March 28, 2003 - \$110 million maximum to be awarded
- January 16, 2004 – all remaining funds (about \$90 million) to be awarded
- Anticipate award announcements about four months after application date

HIGHLY COMPETITIVE – October 2001 survey shows:

- Over 200 projects anticipated for total cost of \$2 billion +
- 1/2 applications in first cycle, remaining in cycles 2 and 3
- 3/4 applications for new libraries, 1/4 for remodeling
- 90% new projects are joint venture with schools, only 16 are co-located
- Only 15% of remodeling projects are in school areas with inadequate infrastructure
- 1 out of 4 applications will be funded

APPLICATION PROCESS VERY DETAILED

- Governed by 76 pages of detailed regulations, 29-page application

REQUIRED DOCUMENTS INCLUDE:

- Community needs assessment report, plan of service, building program
- Detailed information on site, appraisals and proof of marketable title
- California Environmental Quality Act (CEQA) compliance through Planning
- Conceptual drawings and elevations
- Detailed project budget outlining eligible and ineligible costs
- Board of Supervisors resolution approving application and funding availability

REVIEW OF SFPL BRANCH PROJECTS AND PROPOSITION 14 CRITERIA

NEW PUBLIC LIBRARY BUILDINGS

1ST Priority – Cooperation with Public School - co-location or cooperative services

Please note: The following projects could include cooperative services with SFUSD although no specific projects have yet been discussed or determined. Regarding “0” square footage for leased branches, Proposition 14 regulations do not consider a leased facility an existing library unless the lease is 20 years or longer. The longest lease here is at Ingleside for 10 years. Square foot cost for new construction capped at \$242.

Branch	SF Increase	Neighborhood	Title/Land Issues	CEQA Issues
Glen Park	0 to 8,500	Med. diversity	Condo with no land control	Entire project is reviewed
Ingleside	0 to 6,000	Med. diversity	Site dependent	Project dependent
Portola	0 to 6,000	High diversity	Site dependent	“
Vis Valley	0 to 7,200	High diversity	Site dependent	“

2ND Priority – All other projects

Do not anticipate cooperative services with SFUSD because school in neighborhood not yet developed.

Branch	SF Increase	Neighborhood	Title/Land Issues	CEQA Issues
Mission Bay	0 to 7,758	Researching	No land owned; may be title restrictions	Entire project is reviewed

EXISTING PUBLIC LIBRARY BUILDINGS

1ST Priority – Library within attendance area of public school with inadequate infrastructure for technology (connectivity is 512K bits per second (bps) or lower). SFUSD reports that all district schools have higher connectivity than 512K bps.

Note: No cap on square footage cost for remodeling.

2nd Priority – All other projects - Remodeling

Please note that Park, Presidio and Sunset will have interior renovations only.

Excelsior	8,322	High diversity	Library owns	Probably not
Park	8,825	Low diversity	Library owns	Historic
Parkside	5,824	Med. diversity	Rec/Park owns	Possible
Presidio	10,205	Low diversity	Library owns	Historic
Sunset	9,434	Med. diversity	Library owns	Historic
West. Addition	7,308	Med. diversity	Rec/Park owns	Possible

2nd Priority – All other projects – Remodeling and Expansion

Note: Square foot cost for expansion of existing building is capped at \$285.

Anza	7,332 + 20%	Med. diversity	Library owns	Historic
Bayview	7,287 + 20%	High diversity	Library owns	Probably not
Bernal	8,747 + 10%	Med. diversity	Library owns	Historic
Eureka	5,610 + 25%	Low diversity	Library owns	Probably not
Golden Gate Valley	6,259 + 20%	Low diversity	Library owns	Historic
Marina	6,509 + 25%	Low diversity	Library owns	Rec/Park issues
Merced	5,140 + 25%	Med. diversity	Library owns	Probably not
Noe Valley	5,810 + 20%	Med. diversity	Library owns	Historic
North Beach	5,530 + 20%	Low diversity	Rec/Park owns	Possible
Ortega	5,057 + 25%	High diversity	Library owns close to SFUSD	Probably not
Potrero	5,557 + 20%	Med. diversity	Library owns	Probably not
Richmond	9,891 to 13,950	Med. diversity	Library owns	Historic
West Portal	6,786 + 10%	Low diversity	Library owns	Historic

PROPOSITION 14
SFPL PROJECTS RECOMMENDED FOR APPLICATION

Branch	Comments	Estimated Cost	65% State Funds
Cycle 1 Richmond	Largest project Diverse community	\$7,248,500	\$4,711,525
Excelsior	Renovation Diverse community	\$3,629,000	\$2,358,850
Cycle 2 Portola	New building Diverse community School cooperation Possible 1 st priority	\$4,430,000	\$2,879,500
Visitation Valley	New building Diverse community School cooperation? Possible 1 st priority	\$5,158,500	\$3,353,025
Glen Park	New building School cooperation? Land control issue	\$4,698,000	\$3,053,700
Cycle 3 Ingleside	New building School cooperation Possible 1 st priority	\$4,430,000	\$2,879,500
Bayview	Remodel/expand Diverse community	\$3,629,000	\$2,358,850
North Beach	Remodel/expand May be new bldg. School cooperation Possible 1 st priority	\$3,287,000	\$2,136,550
Ortega	Remodel/expand May be new bldg. School cooperation Possible 1 st priority	\$3,382,000	\$2,198,300
TOTALS	1 out of 4 projects funded Goal: \$10 million	\$39,892,000	\$25,929,800

These are PRELIMINARY recommendations – priority projects and application cycles may change as projects develop. May need to include additional projects to meet \$10 million goal. Possibilities include Anza, Bernal, Eureka Valley, Merced, Potrero, Western Addition.



San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

MAR 13 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, February 21, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, February 21, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:08 PM by Vice President Steiman.

The following members were noted present: Commissioners Chin, Coulter, Steiman, and Swig. Commissioners Bautista, Higuera, and Streets were reported excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF JANUARY 17, 2002

Public comment on AGENDA ITEM #1 APPROVAL OF JAN. 17, 2002 MINUTES

An anonymous member of the public noted that the Minutes had not been posted on the Library's website and found them eviscerated and impoverished. This individual called attention to reported comments discussing the Library Commission meeting on an Election Day noting that they had strongly protested against the Commission's past practice of doing so. Mr. Ed Regan commented that his remarks had been accurately reported. Mr. Peter Warfield cited numerous omissions and inaccuracies in the Minutes. Mr. Warfield commented that his remarks concerning the disproportionate size of the new Mission Bay Branch Library given its patron base had not been reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF JAN. 17, 2002 MINUTES

Vice President Steiman suggested that the anonymous member of the public's comments concerning the Commission meetings on Election Day be clarified to indicate more clearly their opposition to the Commission's practice of doing so.

MOTION: for approval of the January 17th Minutes by Commissioner Chin, seconded by Commissioner Swig as amended.

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Swig)

AGENDA ITEM #2 LIBRARY BUDGET REPORT

Library Finance Director George Nichols outlined three proposed options for the Library Commissioners to consider in order to comply with the Mayor's Budget Office's instructions to the Library to prepare for a 10% reduction in the Library's budget in anticipation of a continuing revenue shortfall in the next fiscal year. Mr. Nichols discussed in some detail the various aspects of each of these proposed budget reduction scenarios (copy attached). Mr. Nichols emphasized that these reductions did not involve the loss of any current staff

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Ilie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
President

Vol Steiman
Vice President

En Marte Bautista
Annie K. Chin
Ven A. Coulter
N A. Streets
Nian W. Swig
Commissioners

Jan Hildreth
Librarian

Michael Housh
Commission Secretary



positions and would only go into effect if the city's revenues continued to decline.

Public comment on AGENDA ITEM #2 LIBRARY BUDGET REPORT

An anonymous member of the public commented on deficiencies in the way this item was described in the Agenda and found a lack of specificity in the details of the proposed budget reduction plans observing that they seemed based on problematic assumptions. This person suggested that everything could be changed and that approval should be contingent on future review. Mr. Tim West, SEIU, Local 790 urged the Library Commission to seek any means other than employee layoffs to attain its budget goals. Mr. West suggested freezing rather than losing positions and doing everything possible to avoid layoffs. Mr. Peter Warfield agreed that he disliked staff cuts and noted that the explanatory documents did not provide a full view of which cuts might be appropriate. Mr. Warfield suggested that the lack of a full budget made understanding the proposed reductions difficult. Mr. Warfield identified proposed budget cuts such as 2nd overdue notices that he opposed.

Commission comment on AGENDA ITEM #2 LIBRARY BUDGET REPORT

In response to a query by Vice President Steiman, Library Public Affairs Chief Marcia Schneider described proposed reductions in non-personnel expenditures by her department. The City Librarian, responding to another question by Vice President Steiman, indicated that preliminary reports from a study on the effectiveness of 2nd overdue notices seemed to indicate that they were not very effective. Vice President Steiman suggested that staff develop a priority list of items that could be put back in the budget if the cuts proved not to be necessary. Ms. Hildreth noted that should the Mayor ask for a reduction in the requested budget cuts, this matter would be brought back to the Commission for its review. Mr. Nichols indicated that recent Controller's Office reports showed that revenues from property taxes were improving over expectations but that overall revenues were down. Mr. Nichols pointed out that the Library's allocation of property tax revenues had increased to the degree that a projected \$1.2 revenue shortfall was now reduced to \$865,000, an amount he expected could be fully addressed by other saving in the budget. Mr. Nichols reported that a Controller's Report due for 9 months of the fiscal year, would provide a better picture of what revenues were likely to be during the next fiscal year.

MOTION: by Commissioner Coulter, seconded by Commissioner Chin for approval of the proposed revisions to the 2002/03 Library Budget.

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Swig)

AGENDA ITEM #3 CIAC REQUEST

Library Bond Program Manager Marilyn Thompson reported to the Commissioners on the details of the proposed \$23.020 million 2002/03 capital improvement program budget for the Library including a second bond sale that, with their approval, she proposed to take to the Capital Improvements Advisory Committee (CIAC) for its approval. She discussed in detail two exhibits that she provided (copies attached) that described annual capital

The number of members of the public who spoke anonymously at this meeting. 1

improvements budget encumbrances and these encumbrances by program component. Ms. Thompson suggested that the Commission consider a third bond sale next year and noted that the 2nd bond sale will cover the costs involved in Phase One of the Bond Program.

Public comment on AGENDA ITEM #3 CIAC REPORT

An anonymous member of the public commented that the explanatory documents had not been listed on the agenda and that they were both heartened and dismayed by the speed at which the program was going forward. This person commented that it seemed that half of the projects had begun without being discussed, that cumulative totals reported did not seem in balance, and observed while money was being spent at a galloping rate they wished the picture were clearer. Mr. Peter Warfield commented on the large numbers of figures presented, remarked that the exhibits had not been provided with the agenda, and commented that the lack of advance access to documents by the public made meaningful comment difficult. Mr. Warfield suggested that copies of documents discussed be provided in advance. Ms. Barbara Berman, Friends and Foundation commended the staff for their hard work in preparing and presenting information on the Bond Program.

Commission comment on AGENDA ITEM #3 CIAC REPORT

Ms. Thompson in response to a question by Vice President Steiman pointed out that this proposal merely encumbered funds not expended them. Ms. Thompson then discussed related aspects of the purchase and sale agreement for the new Glen Park Branch Library that she proposed to bring back to the Commission for further discussion as it developed.

MOTION: by Commissioner Coulter, seconded by Commissioner Chin for approval of the proposed fiscal year 2002/03 capital improvement projects budget to be forwarded to Capital Improvements Advisory Committee (CIAC) for its approval.

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Swig)

AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

Branch Bond Program Manager Marilyn Thompson briefly outlined the manner in which she would structure future reports to the Commission under this agenda item, then introduced Commissioner Tim Kelly of the San Francisco Landmarks Preservation Advisory Board. Commissioner Kelly proved the Library Commissioners with an extensive overview of the historic landmarking and California Environmental Quality Act (CEQA) issues and requirements that would be addressed during the course of the Branch Library Bond Program for historic structures (copy of handout attached).

Ms. Thompson then brought the Commissioners up to date on the status of the Bond Program Budget, noting that the current budget report reflected the actions taken by the Library Commission during the past several months. Ms. Thompson then recapped the Library's Prop. 14 (State Library Bond) strategy and discussed details of the projects to be addressed during the phased opportunities to compete for funding from the State Library Bond Program. Ms. Thompson then provided an update on active projects including

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community meetings at the Richmond and Glen Park Branch Libraries, an update on the development of the purchase and sale agreement on the new Mission Bay Branch Library, and noted preparations for a Prop. 14 (State Library Bond) application for the Excelsior Branch Library.

Ms. Thompson then provided a schedule of community meetings that either were hosted by the Library or where the Library would be making presentations on Bond related projects in the coming weeks.

Finally, the Branch Bond Program Manager provided a detailed presentation on a proposed Design Excellence Program that would be integral to the Bond Program. Ms. Thompson described in some detail (copy attached) how such a design excellence program could be created to provide the highest standards of civic design for Bond Program projects.

Public comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public noted that the print was very small on the explanatory documents making them difficult to analyze. This person commented on the importance of preservation of our heritage, citing the fate of the Old Main Library as a bad example when compared to Los Angeles and Portland that had refurbished their Main Libraries. The anonymous member of the public observed that this matter required close attention, as the place of these libraries in their communities was irreplaceable. Ms. Jeannene Przyblyski, Noe Valley, praised the concept of a design excellence program and cited the importance of quality rehabilitation work to be done at the Noe Valley Branch Library. Mr. Peter Warfield requested copies of the presentations made by Ms. Thompson and Commissioner Kelly noting that not having the documents in advance diminished ability to comment. Mr. Warfield questioned the lack of provision for public participation in the design excellence program noting no provision was made for the public to offer comments. Mr. Warfield requested that he be informed about the details of where and when meetings held by or attended by representatives of the Library to discuss Bond program projects would occur.

Commission comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

Ms. Thompson proposed to provide the Commission Secretary with a list of dates and times of Bond related community and organizational meetings. In response to questions by Commissioner Chin, Ms. Thompson clarified some apparent imbalances in the total amounts reported for project encumbrances when compared to project baseline figures. Commission Swig observed that it was sometime difficult to follow the small print in the presentations and suggested that they be re-formatted to make them easier to understand.

AGENDA ITEM #5 PROP 14. (State Library Bond) REPORT

City Librarian Susan Hildreth presented a report that discussed in great detail seven key review factors and other complexities involved in making a successful application for Prop. 14 (State Library Bond) funds, (copy attached).

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment on AGENDA ITEM #5 PROP 14. (State Library Bond) REPORT

An anonymous member of the public found Commissioner Streets absence for this discussion unfortunate, commenting that this proposal raised concerns about when grants are accepted which party is being leveraged. This person also expressed concerns with the impact of homework centers on branch library services, questioning whether by cooperation with the school district the library was expending its funds to replace school funds. This individual commented that the public library and schools had differing mandates. Mr. Ed Regan opposed cooperative programs with schools such as homework centers, commenting that schools should have their own libraries, and that the public library was established to serve adults. Mr. Peter Warfield expressed concerns with the services impacts of the proposed cooperative programs with the schools, suggesting that the library might be undertaking inappropriate programs in order to qualify for state funds. Mr. Warfield further commented that the nature of these joint ventures might be inappropriate for the library suggesting that there was nothing in these proposals about books. Mr. Warfield questioned what a homework center might be and noted this matter-raised questions of conflicts.

Commission comment on AGENDA ITEM #5 PROP. 14 (State Library Bond) REPORT

Commissioner Chin noted that in these changing times the mandates of public agencies serving the community needed to change to reflect the changing needs of the people they served. Commission Chin observed that our public libraries were not private clubs for those over 21 and that 25% of the City's population was youth that the libraries must serve. Commissioner Chin suggested that the Library should support those projects that worked with its programs and that she would do whatever she could to encourage cooperation by the schools. In response to a question by Vice President Steiman, the City Librarian discussed the varying degrees of cooperation that she had been able to obtain from the school district. Ms. Hildreth noted greatest successes with local school site leadership working with the Library to create cooperative and viable projects. Ms. Hildreth in particular called attention to the cooperative work being done at the Martin Luther King, Jr. Middle School. Commissioner Chin noted that it was right for the Library to take the lead in dealing with neighboring schools located near the libraries. She additionally suggested that the children using libraries do a better job learning.

Agenda item #6 PUBLIC COMMENT

An anonymous member of the public raised questions concerning the Library's meetings with private organizations, asking if these meetings were closed or open to the public. This person commented that information about a meeting was not the same as access to a meeting. The anonymous member of the public then discussed issues raised in The Ugly American. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week, placing an exterior fire escape on the Main Library, and commented that the Library should request that the school district extend its libraries hours. Mr. Peter Warfield thanked Vice President Steiman for informing him about a meeting that was discussed and asked for detailed information concerning meetings that library staff attended to address bond program related matters. Mr. Warfield commented that it was inappropriate that such information was not available.

Agenda Item #9 ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on Agenda item #9 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Swig)

The meeting was adjourned at 6:25PM.

Michael Housh, Commission Secretary 2/13/02

The number of members of the public who spoke anonymously at this meeting. 1

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Minutes of the regular Commission Meeting of January 17, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 13, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian

FROM: George M. Nichols, Finance Director 

ITEM: FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ISSUE: Prepare and submit to the Mayor, reduction proposals equal to 10% of estimated General Fund budgeted in FY 2002-03. Requires the Library to submit reduction proposals equal to \$3.192 million. As previously noted, reductions will be implemented only if revenue assumptions used to prepare the Library's proposed budget for FY 2002-03 are not realized.

BACKGROUND: In January, staff presented the Commission a plan to meet a potential 10% General Fund reduction. Upon consideration of staff's proposal, the Commission directed staff to develop other alternatives and three alternative reduction plans were presented to the Commission during its meeting on February 5th. After considering the three alternatives, the Commission directed staff to revise the "75% Use of Reserve Plan" by limiting the reduction to the book budget to 5% or \$246,000 (reduced from a \$492,000 or 10% cut) and to make up the shortfall by eliminating positions.

ANALYSIS: Consistent with the Commission's direction, staff has prepared the attached plan to meet a potential 10% General Fund reduction. The plan provides for an additional allocation of up to \$1.226 million (75% of estimated reserve) from the Library Preservation Fund reserve balance to offset General Fund cuts and \$1.965 million in program cuts. The \$1.965 million in program cuts include:

- \$246,000 (5%) reduction to the book budget (reduced from 10% or \$492,000).
- \$196,000 by eliminating 3.16 FTE. Includes 0.50 Librarian II for Mission Bay, 0.50 Clerk in the Finance Office, 1.0 Library Assistant in the Main, 1.0 Library Technician I in the Main Library, and 0.16 temporary help FTE in the Branch Libraries.
- \$409,000 by increasing budgeted attrition savings by 1% (from 5% to 6%).
- \$280,000 to upgrade telecommunication systems at 10 branch libraries.

- \$198,000 for routine maintenance and repair of branch facilities.
- \$178,000 to replace workstations, PCs, and other peripheral devices system-wide.
- \$66,000 to purchase three express checkout machines for Mission Branch Library.
- \$25,000 for reproduction and translation services.
- \$74,000 to upgrade or reclassify 6.5 Information System Technicians to Information Systems Administrators.
- \$293,000 in various operating and expense categories including training, travel, program materials and supplies, building and equipment maintenance materials supplies, book processing materials and supplies, and general office equipment, materials, and supplies.

RECOMMENDATION: Adopt the revised "75% Use of Reserve Plan" and authorize staff to prepare and submit reduction proposals as required by the Mayor.

Attachments

cc: Paul Underwood, Chief Deputy Librarian

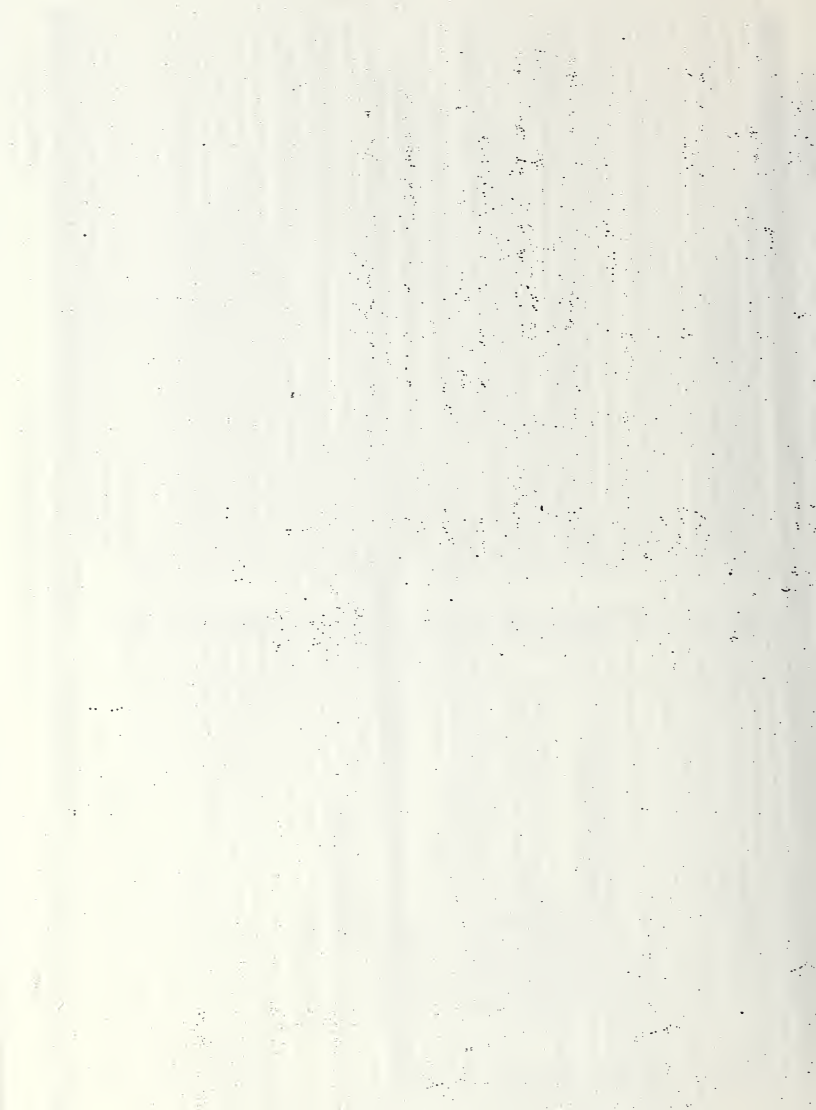
Division	Item	Budget	FTE Description
	% REDUCTION	\$ (3,191,941)	
Systemwide	Reserve	\$ (1,226,771)	Represents 75% of reserve. Leaves reserve balance of \$409,000.
Systemwide	Administrative	\$ (749,951)	Represents most of the new spending initiatives proposed in the FY 2002-03 budget. Also includes eliminating the Mission Bay Lib II (0.5 FTE) and a 1% increase in budgeted attrition (salary/living) savings.
Systemwide	Book Supplies	\$ (212,219)	LPF Base = \$4,926 million. Less reduction = \$4,680 million.
		\$ (2,142,428)	-0.50
BASELINE BUDGET REDUCTIONS			
City Lib	Travel		20% reduction. Limits staff travel to conferences and workshops, reduces professional development opportunities, and limits reimbursement of travel costs. Baseline does not adequately cover travel costs
City Lib	Other Materials & Supplies	\$ (6,000)	0.00
City Lib	ILS Consultant	\$ (2,500)	0.00
City Lib	Commission Materials & Supplies	\$ (8,173)	0.00
		\$ (1,000)	0.00
			Contract funds. Will reduce ability of City Librarian to hire consultants for specialized studies or analysis.
			20% reduction to Commission's operating budget.
			Position responsible for receiving and date stamping invoices, reviewing travel and employee expense claims, receiving and logging vendor calls and inquiries, receiving and distributing mail, and general office assistance.
HR	Materials & Supplies	\$ (2,590)	0.00
HR	Youth Works Work Order	\$ (4,600)	0.00
HR	DTIS TLC Work Order	\$ (2,735)	0.00
HR	DHR Mgt. Training Work Order	\$ (200)	0.00
HR	Training	\$ (10,000)	0.00
	ADMINISTRATION, SUBTOTAL	\$ (62,578)	-0.50
			52% reduction to HR's supply budget.
			Reduces from 8 to 6, the number of disadvantaged youth the Library can hire.
			Additional loss of training opportunities for staff. Provides computer related training.
			Additional loss of training opportunities for management staff.
			10% reduction to training budget will reduce opportunities for staff training.
Main	Office supplies (book trucks, book ends, binders, shelf labels, etc.)	\$ (2,500)	0.00
			22.9% of funds budgeted for these items and will affect circulation, collection, and making materials available to the public.
Main	Other Materials & Supplies (Grassco cases, AV equipment, mailing cards for Library for the Blind, minor furnishings and shelving, archival supplies, etc.)	\$ (9,900)	0.00
			22.9% of funds budgeted for these items and will affect circulation, collection, and making materials available to the public.
Main	Full-time position. Loss of position will reduce ability to assist the public.	\$ (2,330)	1.00
Main	Full-time position. Loss of position will reduce ability to serve the public.	\$ (6,568)	3.00
	MAIN LIBRARY, SUBTOTAL	\$ (137,330)	-2.00

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

Division	Item	Budget	FTE Description
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (12,191)	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair A/V equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00
Operations	Small equipment repair	\$ (1,000)	0.00 15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00 20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00 7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)	0.00 11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00 66% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account	\$ (4,000)	0.00 80% reduction in funds budgeted for the purchase of forms (e.g.)
Operations	Electrical Supplies	\$ (5,000)	13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00 Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ (3,000)	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ (10,000)	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00 50% reduction to funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00 33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPW-BBR Work Order (routine maintenance & repairs performed by BBR.	\$ (8,669)	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (snacks, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ (25,500)	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (79,169)	0.00 Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RUN Searching	\$ (350)	0.00
Techn Svcs	Barcodes	\$ (1,000)	0.00 Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00 Library will purchase fewer security strips. May be viable if book purchases also be reduced.
Techn Svcs	Furniture	\$ (4,200)	0.00 Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (36,418)	0.00 Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory, and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

Division	Item	Budget	FTE Description
	TECHN SRVCS, SUBTOTAL	\$ (44,489)	0.00
Automation	2nd Overdue Notice	\$ (22,000)	0.00 Reduces the number of notices for overdue materials from 3 to 2 -- eliminates the second notice.
Automation	Computer Room Maintenance	\$ (16,239)	0.00 Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (38,239)	0.00
OCYS	Office Supplies (OCYS)	\$ (1,030)	0.00 25.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)	0.00 50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)	0.00 7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,926)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,681)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00 55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (17,947)	0.00 Overall cut reflects a 45.9% reduction to funds budgeted in OCYS for these purposes.
Branch-	Material & Supplies	\$ (50,000)	0.00 21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to
	BRANCH, SUBTOTAL	\$ (57,594)	-0.16 4% reduction to budgeted temporary help.
	SUBTOTAL, BASELINE REDUCTIONS	\$ (449,513)	-2.66
	TOTAL REDUCTIONS	\$ (3,191,941)	-3.16
	ARIANCE (over/under)	\$ (0)	





San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 15, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director
Marilyn Thompson, Bond Program Manager

ITEM: FY 2002-03 CAPITAL IMPROVEMENT PROJECT BUDGET

In Fiscal Year 2002-03, the Library is proposing a Capital Improvement Project budget of \$23.820 million. This total includes appropriation of \$23.3 million in proceeds from a second Branch Library Improvement Bond sale that we propose for October 2002; \$240,000 for branch library maintenance and repair projects; and \$280,000 to upgrade telecommunication systems in ten branch libraries. The Commission, through its approval of the Library's FY 2002-03 operating budget, has already approved funding for the branch telecommunications projects (\$280,000) and branch maintenance and repair projects (\$240,000) from the Library Preservation Fund.

This item requests the Commission's approval for the Library to include in its FY 2002-03 Capital Improvement Project budget the \$23.3 million from the proposed second sale of Proposition A Branch Library Improvement Bonds. This proposal is consistent with the project planning schedules presented by Bond Program Manager, Marilyn Thompson during the Commission's monthly Branch Bond Renovation meetings; and, with current plans regarding State Proposition 14 applications.

A detailed encumbrance plan developed by Ms. Thompson and her staff is attached as Exhibit A. In summary, the necessity for a second bond sale in October 2002 and appropriation in FY 2002-03 is predicated on the following:

1. By the end of the first quarter of FY 2002-03 (September 31, 2002), the Library anticipates \$14.107 million in encumbrances against bond proceeds of \$17.665 million and Earthquake Safety Program appropriations of \$2.4 million. This will leave a remaining balance of \$5.958 million from these sources.

2. By the end of FY 2002-03 (June 30, 2003), the Library anticipates an additional \$20.398 million in encumbrances for total encumbrance of \$34.505 million – or \$14.440 million more than currently appropriated from Branch Library Improvement Bonds (\$17.665 million) and from ESP funds (\$2.4 million).
3. Through the end of the second quarter of FY 2003-04 (December 31, 2003), the Library anticipates an additional \$8.040 million in encumbrances for total encumbrance of \$42.545 million. This is \$22.480 million more than currently appropriated from Branch Library Improvement Bond (\$17.665 million) and from ESP funds (\$2.4 million). The \$23.3 million from the proposed second sale of bonds in October 2002, would ensure sufficient funds to meet the program's needs prior to a third issuance of bonds tentatively scheduled during the third quarter of FY 2003-04.

It is anticipated that State Proposition 14 funds in the amount of \$4.7 million will be awarded to the Library during the second quarter of FY 2003-03; and, that a third bond sale would be required during the third quarter of FY 2003-04 (quarter ending March 31, 2004). At that point in time, the Library anticipates \$68.165 million in revenue from bond sales, ESP appropriations, and State Proposition 14.

As shown on Exhibit A, by the end of FY 2003-04, a majority of the projects authorized by Proposition A will be underway. These projects, totaling \$57.474 million, are summarized on Exhibit B.

RECOMMENDATION

Authorize the Library to:

1. Work with the Mayor's Office of Public Finance to schedule a second bond sale to be held during the second quarter (October 1st through December 31st) of FY 2002-03 for \$23.3 million.
2. Include in its Capital Improvement Plan for FY 2002-03, an appropriation request for \$23.3 million in Library Branch Improvement Bond funds.

Attachments

cc: Paul Underwood, Deputy City Librarian

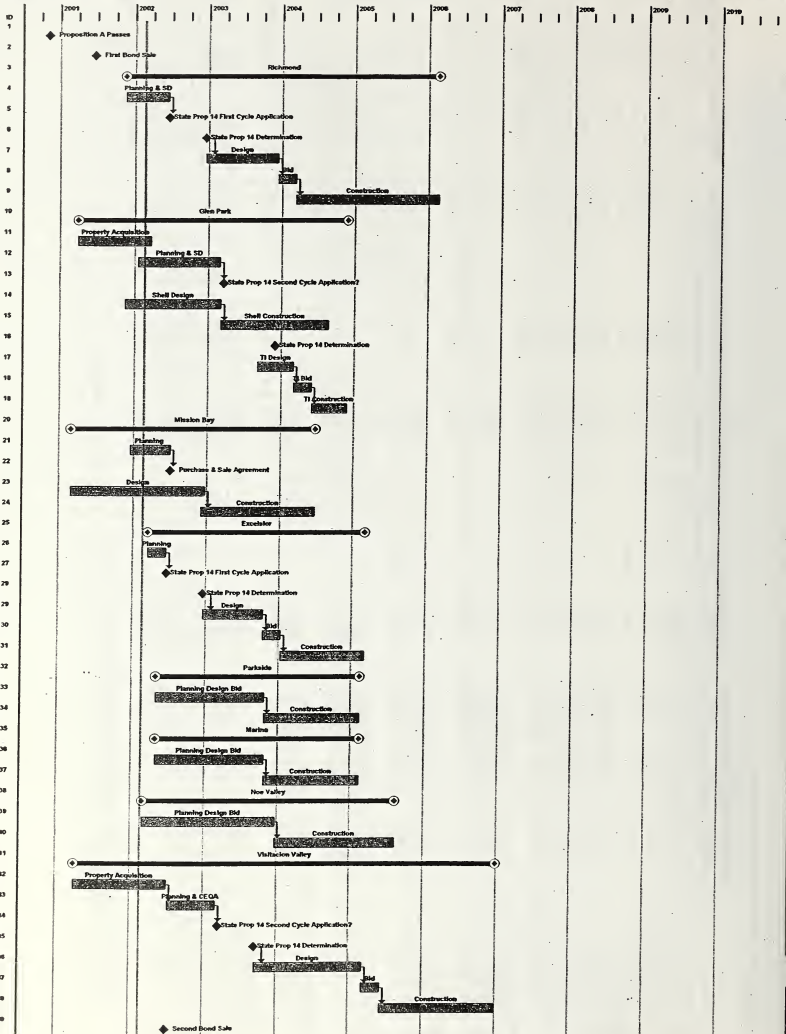
Branch	Proposed Budget	FY 2001-02					FY 2002-03					FY 2003-04				
		Oct-01	Jan-02	Apr-02	Jul-02	Oct-02	Jan-03	Apr-03	Jul-03	Oct-03	Jan-04	Apr-04				
Excelsior	3,629,000															
Marina	3,904,500			976,125												
Mission Bay	3,975,100			1,987,550		1,987,550						2,928,375	2,721,750			
Noe Valley	4,189,500			1,047,375												
Parkside	2,736,000			684,000								3,142,125				
Richmond	7,248,500	1,812,125										2,052,000				
Glen Park	4,698,000		3,745,500					952,500				5,436,375				
Visitacion Valley	5,158,500				115,069		2,090,000		652,056	0						
Support Services / Brooks	8,626,000					0	8,626,000									
Ingliside	4,430,000							1,869,750				565,250				
Portola	4,430,000				99,750	0	1,770,000	0				565,250				
North Beach	3,287,000				821,750											
Sunset	1,415,500			15,000	338,875				1,061,625							
West Portal	3,904,500				976,125											
Bayview	3,629,000															
Eureka Valley	4,351,000															
Ortega	3,382,000															
Western Addition	3,258,500					70,000										
Anza	4,503,000															
Bernal Heights	5,082,500															
Golden Gate Valley	5,073,000			50,000												
Potrero	4,018,500															
Merced	3,990,000															
Park	1,244,500															
Presidio	1,453,500			15,000												
Library Program Management	800,000	400,000					200,000					200,000				
Program Consultants	750,000	375,000					187,500					187,500				
City Program Management	3,600,000	44,000	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758			
Real Estate Dept	120,000	120,000														
Relocation & Moving Reserve	4,320,000							1,080,000				1,728,000				
Bond Financing Costs	1,500,000	160,000				335,000						335,000				
Reserve	5,557,400											961,900				
Total	118,265,000	2,136,125	4,628,256	4,882,808	2,459,327	2,430,308	13,956,508	4,010,008	1,821,439	6,218,633	14,820,408	107,758	107,758			

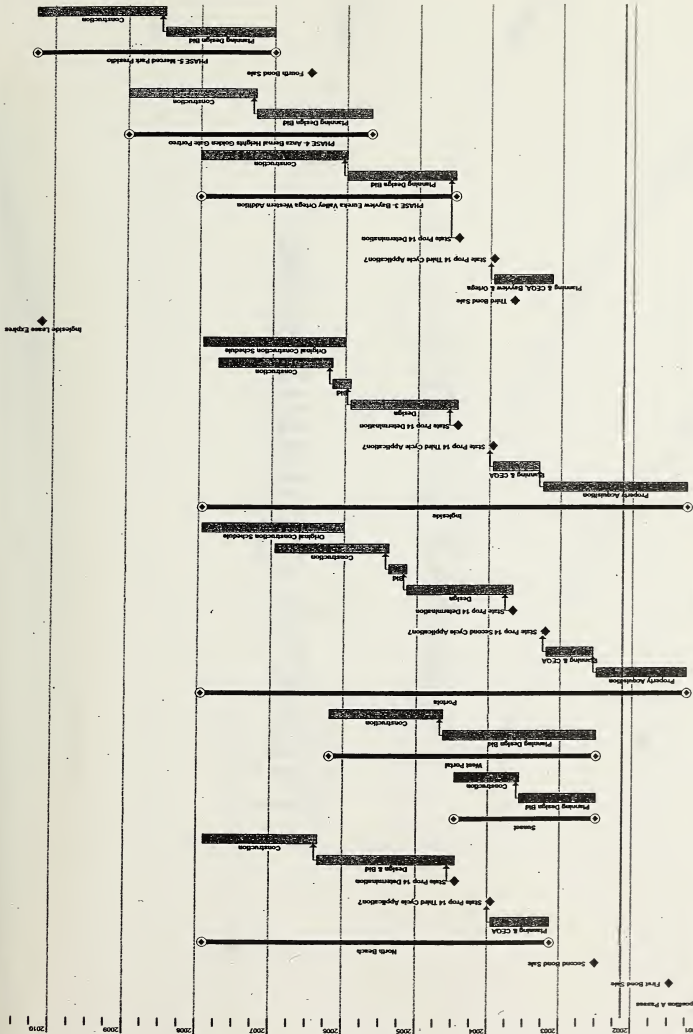
Cumulative Total												
Bond Sales		2,136,125	6,764,383	11,647,190	14,106,517	16,536,824	30,495,332	34,505,339	36,326,778	42,545,411	57,365,818	57,473,576
Prop 14		17,665,000				23,300,000					20,100,000	
ESPA Bonds		2,400,000								4,700,000		
Cumulative Available		20,065,000	20,065,000	20,065,000	20,065,000	43,365,000	43,365,000	43,365,000	43,365,000	48,065,000	68,165,000	68,165,000
Balance Funds Available		17,928,875	13,300,617	8,417,810	5,958,483	26,828,176	12,869,668	8,859,661	7,038,222	5,519,569	10,799,182	10,691,424

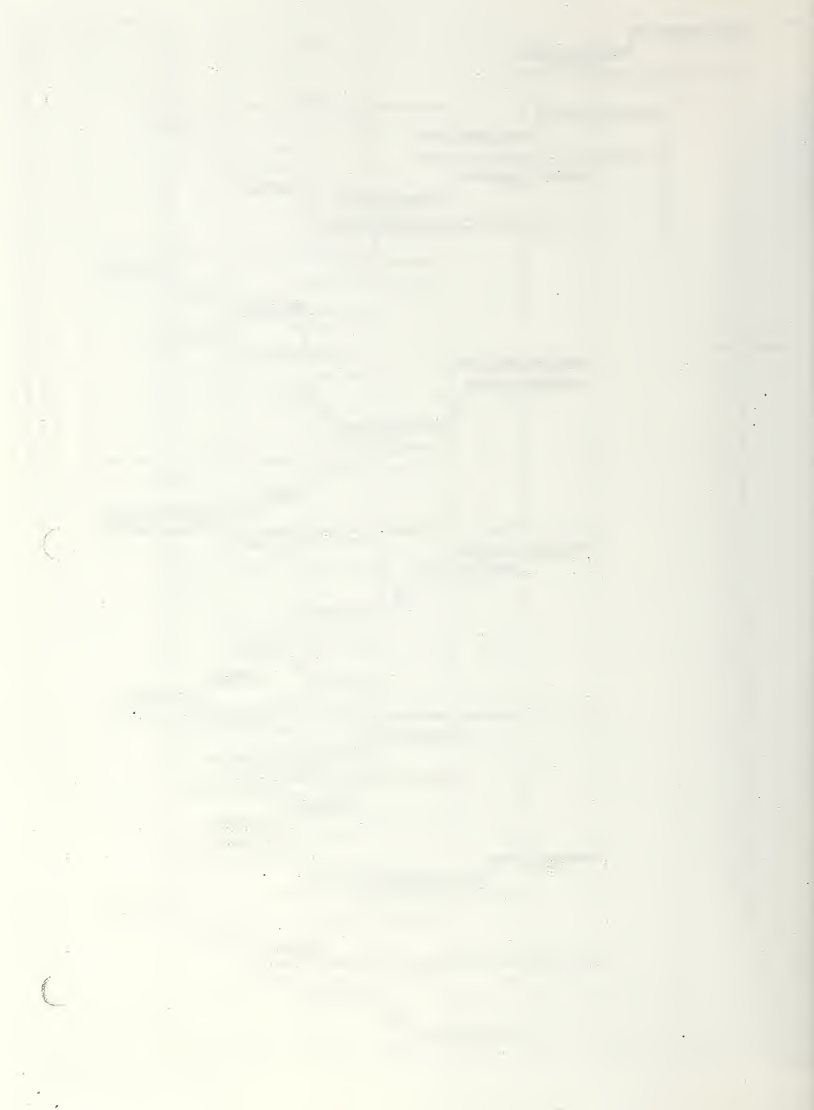
Branch	FY 2004-05				FY 2005-06				FY 2006-07			
	Jul-04	Oct-04	Jan-05	Apr-05	Jul-05	Oct-05	Jan-06	Apr-06	Jul-06	Oct-06	Jan-07	Apr-07
Excelsior												
Marina												
Mission Bay												
Noe Valley												
Parkside												
Richmond												
Glen Park												
Vasiliou Valley				2,301,375								
Support Services / Brooks				1,995,000								
Inglewood				1,995,000								
Portola												
North Beach	2,465,250											
Sunset												
West Portal	2,928,375											
Bayview	907,250											
Eureka Valley	1,087,750					2,721,750						
Ortega	775,500					3,263,250						
Western Addition	814,825					2,536,500						
Anza						2,443,875						
Bernal Heights						1,125,750						3,377,250
Golden Gate Valley						1,270,825						3,811,875
Potrero						1,218,250						3,804,750
Merced						1,004,825						3,013,875
Park											997,500	
Presidio											311,125	
Library Program Management											348,375	
Program Consultants												
City Program Management	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758
Real Estate Dept												
Relocation & Moving Reserve						864,000					648,000	
Bond Financing Costs											335,000	
Reserve					4,695,500							
Total	9,086,508	107,758	107,758	6,399,133	4,703,258	5,591,008	11,073,133	107,758	107,758	107,758	2,747,758	14,115,508
Cumulative Total	66,560,083	66,667,841	66,775,598	73,174,731	77,877,989	83,468,996	94,542,129	94,649,886	94,757,644	94,865,402	97,613,159	111,728,667
Bond Sales				21,300,000						17,700,000		
Prop 14						5,300,000						
ESP1 Bonds												
Cumulative Available	66,165,000	66,165,000	66,165,000	89,465,000	89,465,000	94,765,000	94,765,000	94,765,000	94,765,000	112,465,000	112,465,000	112,465,000
Balance Funds Available	1,604,917	1,497,159	1,389,402	16,290,289	11,587,011	11,296,004	222,871	115,114	7,356	17,599,598	14,851,841	736,333

Branch	FY 2007-08				FY 2008-09				FY 2009-10			
	Jul-07	Oct-07	Jan-08	Apr-08	Jul-08	Oct-08	Jan-09	Apr-09	Jul-09	Oct-09	Jan-10	Jan-10
Excelsior												
Marina												
Mission Bay												
Noe Valley												
Parkside												
Richmond												
Glen Park												
Visitation Valley												
Support Services / Brooks												
Ingleside												
Portola												
North Beach												
Sunset												
West Portal												
Bayview												
Eureka Valley												
Ortega												
Western Addition												
Anza												
Bernal Heights												
Golden Gate Valley												
Potrero												
Merced					2,992,500							
Park					933,375							
Presidio					1,090,125							
Library Program Management												
Program Consultants												
City Program Management	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758
Real Estate Dept												
Relocation & Moving Reserve												
Bond Financing Costs				335,000								
Reserve												
Total	107,758	107,758	107,758	442,758	5,123,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758
Cumulative Total	111,636,424	111,944,182	112,051,939	112,494,697	117,618,455	117,728,212	117,833,970	117,941,727	118,049,485	118,157,242	118,265,000	118,265,000
Bond Sales				5,600,000								
Prop 14												
ESPI Bonds												
Cumulative Available	112,465,000	112,465,000	112,465,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000
Balance Funds Available	628,576	520,818	413,061	5,770,303	646,545	538,788	431,030	323,273	215,515	107,758	0	0

PROJECT PHASE	BRANCH	COMPONENT	BUDGET	ENCUMBRANCE (THRU FY 2003-04)
1	Excelsior	Construction Costs	\$ 2,721,750	\$ 2,721,750
		Soft Costs	\$ 907,250	\$ 907,250
	Marina	Construction Costs	\$ 2,928,375	\$ 2,928,375
		Soft Costs	\$ 976,125	\$ 976,125
	Mission Bay	Site Acquisition	\$ 3,975,100	\$ 3,975,100
		Construction Costs	\$ 3,142,125	\$ 3,142,125
	Noe Valley	Soft Costs	\$ 1,047,375	\$ 1,047,375
		Construction Costs	\$ 2,052,000	\$ 2,052,000
	Parkside	Soft Costs	\$ 684,000	\$ 684,000
		Construction Costs	\$ 5,436,375	\$ 5,436,375
	Richmond	Soft Costs	\$ 1,812,125	\$ 1,812,125
		Site Acquisition	\$ 3,428,000	\$ 3,428,000
	Glen Park	Construction Costs	\$ 952,500	\$ 952,500
		Soft Costs	\$ 317,500	\$ 317,500
	Visitacion Valley	Site Acquisition	\$ 2,090,000	\$ 2,090,000
		Construction Costs	\$ 2,301,375	\$ -
		Soft Costs	\$ 767,125	\$ 767,125
		Site Acquisition	\$ 8,626,000	\$ 8,626,000
	Support Services / Brooks		\$ 44,165,100	\$ 41,863,725
	SUBTOTAL			
2	Ingleside	Site Acquisition	\$ 1,770,000	\$ 1,770,000
		Construction Costs	\$ 1,995,000	\$ -
		Soft Costs	\$ 665,000	\$ 665,000
	Portola	Site Acquisition	\$ 1,770,000	\$ 1,770,000
		Construction Costs	\$ 1,995,000	\$ -
		Soft Costs	\$ 665,000	\$ 665,000
	North Beach	Construction Costs	\$ 2,465,250	\$ -
		Soft Costs	\$ 821,750	\$ 821,750
	Sunset	Construction Costs	\$ 1,061,625	\$ 1,061,625
		Soft Costs	\$ 353,875	\$ 353,875
	West Portal	Construction Costs	\$ 2,928,375	\$ -
		Soft Costs	\$ 976,125	\$ 976,125
	SUBTOTAL		\$ 17,467,000	\$ 8,083,375
3	Bayview		\$ 3,629,000	\$ -
	Eureka Valley		\$ 4,351,000	\$ -
	Ortega		\$ 3,382,000	\$ 70,000
	Western Addition		\$ 3,258,500	\$ -
	SUBTOTAL		\$ 14,620,500	\$ 70,000
4	Anza		\$ 4,503,000	\$ -
	Bernal Heights		\$ 5,082,500	\$ -
	Golden Gate Valley		\$ 5,073,000	\$ 50,000
	Potrero		\$ 4,018,500	\$ -
	SUBTOTAL		\$ 18,677,000	\$ 50,000
5	Merced		\$ 3,990,000	\$ -
	Park		\$ 1,244,500	\$ -
	Presidio		\$ 1,453,500	\$ 15,000
	SUBTOTAL		\$ 6,688,000	\$ 15,000
Program-Wide	Library Program Management		\$ 800,000	\$ 800,000
	Program Consultants		\$ 750,000	\$ 750,000
	City Program Management		\$ 3,600,000	\$ 1,121,576
	Real Estate Dept		\$ 120,000	\$ 120,000
	Relocation & Moving Reserve		\$ 4,320,000	\$ 2,808,000
	Bond Financing Costs		\$ 1,500,000	\$ 830,000
	Program Reserve		\$ 5,557,400	\$ 961,900
	SUBTOTAL		\$ 16,647,400	\$ 7,391,476
TOTAL			\$ 118,265,000	\$ 57,473,576







Library Commission

February 21, 2002

1. Approval of Minutes

Explanatory documents at back of auditorium

2. Library 2002/2003 Budget

Explanatory documents at back of auditorium

3. CIAC Request

Explanatory documents at back of auditorium

4. Bond Program Manager's Report

Informational Presentation

Tim Kelley, President,
SF Landmarks Preservation Advisory Board

Regular Reports

Budget Report

- Recap:

10-10-01 Baseline Budget established

12-20-01 Glen Park increased

12-20-01 Reviewed possible Mission Bay increases (budget will be revised in April with Purchase & Sale Agreement)

01-17-02 Increased program-wide Reserve

01-17-02 Created single Art Enrichment fund

TODAY- Put January approvals into effect

Current Budget Report

Explanatory documents at back of auditorium

Coping with Budget Revisions

- Establish Program Reserve ☒ PRUDENT RESERVE
- Manage Project Contingencies ☒ ONGOING
- Revise scope of work
- Schedule work sooner or phase work
- Reduce cost or eliminate some interim relocations ☒ IN PROCESS
- Savings realized from completed projects

Schedule Report

- Recap:

10-10-01 Baseline Schedule established

12-20-01 Glen Park moved up

01-17-02 Detailed schedules distributed

TODAY - Revise to reflect Prop 14 strategy

TODAY - Revise Mission Bay to latest SFRDA schedule

Schedule Report

Explanatory documents at back of auditorium

Active Projects Reports

- Richmond Branch Library
- Glen Park Branch Library
- Mission Bay Branch Library
- Excelsior Branch Library

Community Outreach Update

- Library sponsored meetings:

2/23 Richmond Community Meeting

3/6 Portola Community Meeting

- Library invited as guest:

2/19 Richmond Police Forum

2/23 Sophie Maxwell's Town Hall

2/25 Rincon / South Beach Neighborhood Assn.

2/28-3/6 Better Neighborhood Workshops @ VVA

3/11 North Beach Neighbors, Directors Meeting

3/14 Friends of Noe Valley

3/14 Mission Bay Community Advisory Committee

Special Reports

Design Excellence Program

- In response to Commission's request
- Necessary to respond to the sheer number & complexity of projects we are facing
- Practiced at the Federal & State levels
- First initiated by General Services Administration in 1994

- Principles:

Distinguished design

Design from the profession, not the bureaucracy

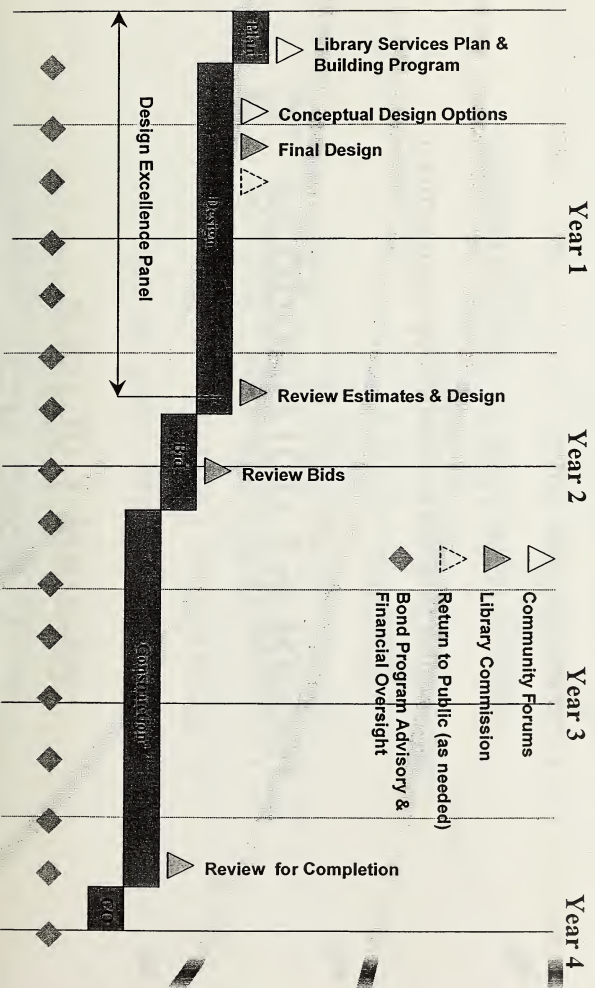
Design in context with the site & the neighborhood

Design Excellence Program

- Context
 - Public Review Process
 - Mandated Review Processes
 - New Site Selection
- A/E Selection
 - Two Stage selection process
 - Three Stage for independent new buildings
 - Qualifications based selection, Public Procurement process
- Peer Review
 - 3 Panels, one for each Library District
 - 3 members each, planner, architect, interior designer
 - Appointed by Program Manager
 - Serve 2 years
 - Attend Community Forums, Provide Critique at Library Commission

Map of Public Process

For a Complex Project



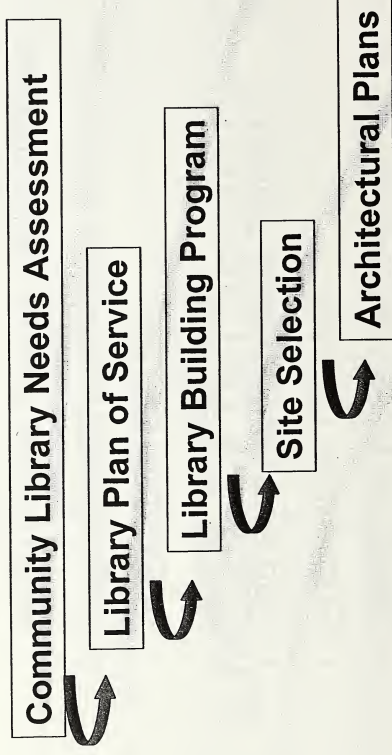
5. Proposition 14 Report

Explanatory documents at back of auditorium

7 Bond Act Review Factors

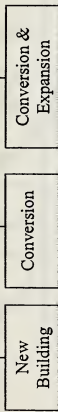
- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- Needs of Residents
 - Existing Library
 - Proposed Project
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate
 - (Only for New Public Libraries)

How They Relate... Library Planning Documents

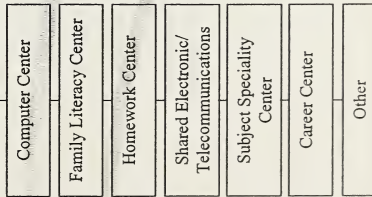
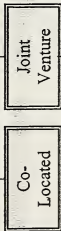
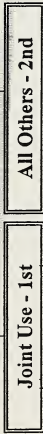


TYPE OF PROJECT

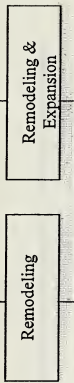
New Public Library Building



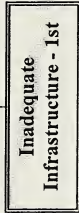
Priorities



Existing



Priorities



CEQA

The California Environmental Quality Act

15064.5. Determining the Significance of Impacts to Archeological and Historical Resources

Historical Resources presumed to be historically or culturally significant—

- California Register of Historical Resources
- Local register of historical resources
- Historical resource survey

.Public agencies must treat any such resource as significant unless the preponderance of evidence demonstrates that it is not historically or culturally significant.

[CEQA 15064.5 (a) (1)]

CEQA

The California Environmental Quality Act

Generally, a resource shall be considered by the lead agency to be "historically significant" if:

- Is associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage;
- Is associated with the lives of persons important in our past;
- Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
- Has yielded, or may be likely to yield, information important in prehistory or history.

Supported by substantial evidence in light of the whole record

[CEQA 15064.5 (a) (3)]

CEQA

The California Environmental Quality Act

Substantial adverse change in the significance of an historical resource occurs if:

Demolishes or materially alters in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its inclusion in, or eligibility for, inclusion in the California Register of Historical Resources...

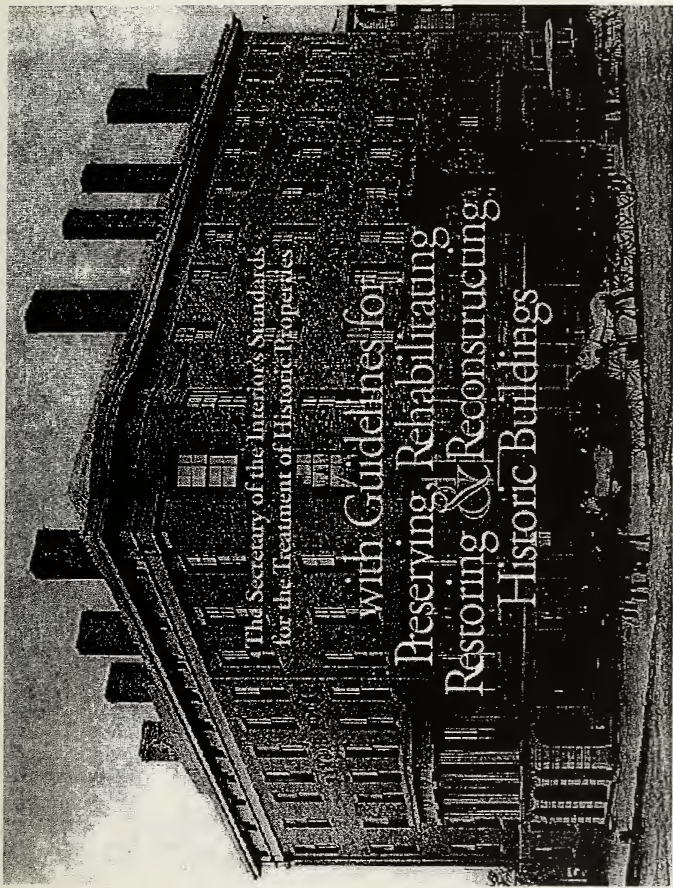
[CEQA 15064.5 (2) (A)]

CEQA

The California Environmental Quality Act

Generally, a project that follows the **Secretary of the Interior's Standards** for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer, shall be considered as mitigated to a level of less than a significant impact on the historical resource.

(CEQA 15064.5.(b) (3))



The Secretary of the Interior's Standards
for the Treatment of Historic Properties

with Guidelines for
Preserving, Rehabilitating,
Restoring & Reconstructing
Historic Buildings

- **Preservation**

applying measures necessary to sustain the existing form, integrity, and materials of an historic property.

- **Rehabilitation**

making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

- **Restoration**

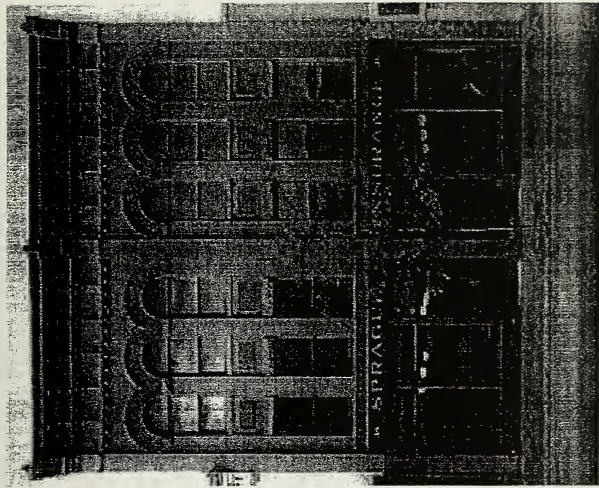
accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

- **Reconstruction**

depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.



Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Standards for Rehabilitation

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Preservation Briefs

Technical Preservation Services

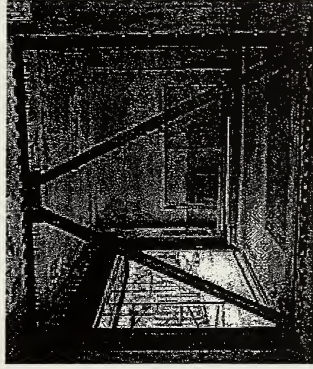


HPS

National Park Service

The Seismic Retrofit of Historic Buildings

Conserving Energy in Historic Buildings



Making Historic Properties Accessible

Heating, Ventilating, and Cooling Historic Buildings Problems and Recommended Approaches

7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- Needs of Residents
 - Existing Library
 - Proposed Project
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate
 - (Only for New Public Libraries)

PROPOSITION 14 CONSIDERATIONS

THREE APPLICATION CYCLES FOR \$350 MILLION STATEWIDE

- June 14, 2002 - \$150 million maximum to be awarded
- March 28, 2003 - \$110 million maximum to be awarded
- January 16, 2004 - all remaining funds (about \$90 million) to be awarded
- Anticipate award announcements about four months after application date

HIGHLY COMPETITIVE - October 2001 survey shows:

- Over 200 projects anticipated for total cost of \$2 billion +
- 1/2 applications in first cycle, remaining in cycles 2 and 3
- 3/4 applications for new libraries, 1/4 for remodeling
- 90% new projects are joint venture with schools, only 16 are co-located
- Only 15% of remodeling projects are in school areas with inadequate infrastructure
- 1 out of 4 applications will be funded

APPLICATION PROCESS VERY DETAILED

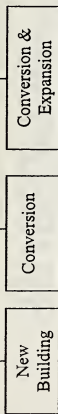
- Governed by 76 pages of detailed regulations, 29-page application

REQUIRED DOCUMENTS INCLUDE:

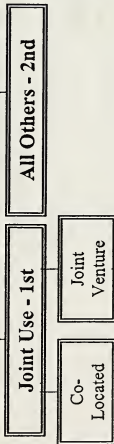
- Community needs assessment report, plan of service, building program
- Detailed information on site, appraisals and proof of marketable title
- California Environmental Quality Act (CEQA) compliance through Planning
- Conceptual drawings and elevations
- Detailed project budget outlining eligible and ineligible costs
- Board of Supervisors resolution approving application and funding availability

TYPE OF PROJECT

New Public Library Building



Priorities



Computer Center

Family Literacy Center

Homework Center

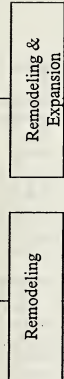
Shared Electronic/
Telecommunications

Subject Speciality
Center

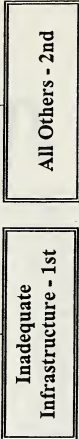
Career Center

Other

Existing

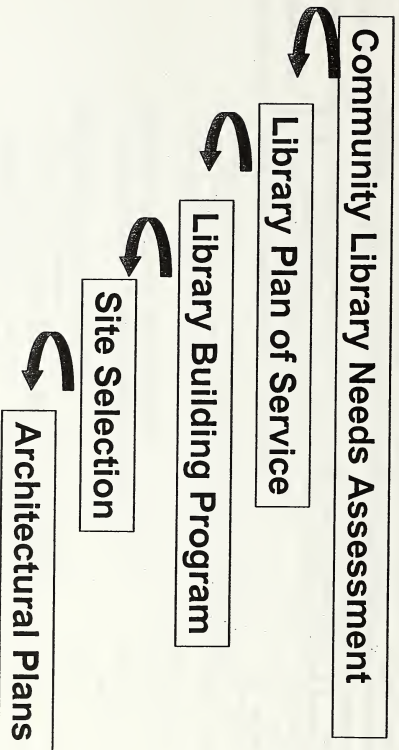


Priorities



How They Relate...

Library Planning Documents



REVIEW OF SFPL BRANCH PROJECTS AND PROPOSITION 14 CRITERIA

NEW PUBLIC LIBRARY BUILDINGS

1st Priority – Cooperation with Public School - co-location or cooperative services
Please note: The following projects could include cooperative services with SFUSD although no specific projects have yet been discussed or determined. Regarding “0” square footage for leased branches, Proposition 14 regulations do not consider a leased facility an existing library unless the lease is 20 years or longer. The longest lease here is at Ingleside for 10 years. Square foot cost for new construction capped at \$242.

Branch	SF Increase	Neighborhood	Title/Land Issues	CEQA Issues
Glen Park	0 to 8,500	Med. diversity	Condo with no land control	Entire project is reviewed
Ingleside	0 to 6,000	Med. diversity	Site dependent	Project dependent
Portola	0 to 6,000	High diversity	Site dependent	“
Vis Valley	0 to 7,200	High diversity	Site dependent	“

2nd Priority – All other projects

Do not anticipate cooperative services with SFUSD because school in neighborhood not yet developed.

Branch	SF Increase	Neighborhood	Title/Land Issues	CEQA Issues
Mission Bay	0 to 7,758	Researching	No land owned; may be title restrictions	Entire project is reviewed

EXISTING PUBLIC LIBRARY BUILDINGS

1st Priority – Library within attendance area of public school with inadequate infrastructure for technology (connectivity is 512K bits per second (bps) or lower).

SFUSD reports that all district schools have higher connectivity than 512K bps.

Note: No cap on square footage cost for remodeling.

2nd Priority – All other projects - Remodeling

Please note that Park, Presidio and Sunset will have interior renovations only.

Excelsior	8,322	High diversity	Library owns	Probably not
Park	8,825	Low diversity	Library owns	Historic
Parkside	5,824	Med. diversity	Rec/Park owns	Possible
Presidio	10,205	Low diversity	Library owns	Historic
Sunset	9,434	Med. diversity	Library owns	Historic
West. Addition	7,308	Med. diversity	Rec/Park owns	Possible

2nd Priority – All other projects – Remodeling and Expansion

Note: Square foot cost for expansion of existing building is capped at \$285.

Anza	7,332 + 20%	Med. diversity	Library owns	Historic
Bayview	7,287 + 20%	High diversity	Library owns	Probably not
Bernal	8,747 + 10%	Med. diversity	Library owns	Historic
Eureka	5,610 + 25%	Low diversity	Library owns	Probably not
Golden Gate Valley	6,259 + 20%	Low diversity	Library owns	Historic
Marina	6,509 + 25%	Low diversity	Library owns	Rec/Park issues
Merced	5,140 + 25%	Med. diversity	Library owns	Probably not
Noe Valley	5,810 + 20%	Med. diversity	Library owns	Historic
North Beach	5,530 + 20%	Low diversity	Rec/Park owns	Possible
Ortega	5,057 + 25%	High diversity	Library owns close to SFUSD	Probably not
Potero	5,557 + 20%	Med. diversity	Library owns	Probably not
Richmond	9,891 to 13,950	Med. diversity	Library owns	Historic
West Portal	6,786 + 10%	Low diversity	Library owns	Historic

PROPOSITION 14
SFPL PROJECTS RECOMMENDED FOR APPLICATION

Branch	Comments	Estimated Cost	65% State Funds
Cycle 1 Richmond	Largest project Diverse community	\$7,248,500	\$4,711,525
Excelsior	Renovation Diverse community	\$3,629,000	\$2,358,850
Cycle 2 Portola	New building Diverse community School cooperation Possible 1 st priority	\$4,430,000	\$2,879,500
Visitation Valley	New building Diverse community School cooperation? Possible 1 st priority	\$5,158,500	\$3,353,025
Glen Park	New building School cooperation? Land control issue	\$4,698,000	\$3,053,700
Cycle 3 Ingleside	New building School cooperation Possible 1 st priority	\$4,430,000	\$2,879,500
Bayview	Remodel/expand Diverse community	\$3,629,000	\$2,358,850
North Beach	Remodel/expand May be new bldg. School cooperation Possible 1 st priority	\$3,287,000	\$2,136,550
Ortega	Remodel/expand May be new bldg. School cooperation Possible 1 st priority	\$3,382,000	\$2,198,300
TOTALS	1 out of 4 projects funded Goal: \$10 million	\$39,892,000	\$25,929,800

These are PRELIMINARY recommendations – priority projects and application cycles may change as projects develop. May need to include additional projects to meet \$10 million goal. Possibilities include Anza, Bernal, Eureka Valley, Merced, Potrero, Western Addition.



MAR 22 2002

San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO
PUBLIC LIBRARYSAN FRANCISCO PUBLIC LIBRARY COMMISSIONMinutes of the meeting of Thursday, February 21, 2002 (Approved March 21, 2002).

The San Francisco Public Library Commission held a regular meeting on Thursday, February 21, 2002 in the Koret Auditorium, Main Library.

Willie L. Brown, Jr.
Mayor

The meeting was called to order at 4:08 PM by Vice President Steiman.

Charles A. Higuera, A.L.A.
President

The following members were noted present: Commissioners Chin, Coulter, Steiman, and Swig. Commissioners Bautista, Higuera, and Streets were reported excused attendance.

Carol Steiman
Vice President

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF JANUARY 17, 2002

Eileen Marte Bautista

Public comment on AGENDA ITEM #1 APPROVAL OF JAN. 17, 2002 MINUTES

Donnie K. Chin
Steven A. Coulter
Brian A. Streets
Brian W. Swig
Commissioners

An anonymous member of the public noted that the Minutes had not been posted on the Library's website and found them eviscerated and impoverished. This individual called attention to reported comments discussing the Library Commission meeting on an Election Day noting that they had strongly protested against the Commission's past practice of doing so. Mr. Ed Regan commented that his remarks had been accurately reported. Mr. Peter Warfield cited numerous omissions and inaccuracies in the Minutes. Mr. Warfield commented that his remarks concerning the disproportionate size of the new Mission Bay Branch Library given its patron base had not been reported.

Joan Hildreth
Librarian

Michael Housh
Commission Secretary

Commission comment on AGENDA ITEM #1 APPROVAL OF JAN. 17, 2002 MINUTES

Vice President Steiman suggested that the anonymous member of the public's comments concerning the Commission meetings on Election Day be clarified to indicate more clearly their opposition to the Commission's practice of doing so.

MOTION: for approval of the January 17th Minutes by Commissioner Chin, seconded by Commissioner Swig as amended.

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Swig)

AGENDA ITEM #2 LIBRARY BUDGET REPORT

Library Finance Director George Nichols outlined three proposed options for the Library Commissioners to consider in order to comply with the Mayor's Budget Office's instructions to the Library to prepare for a 10% reduction in the Library's budget in anticipation of a continuing revenue shortfall in the next fiscal year. Mr. Nichols discussed in some detail the various aspects of each of these proposed budget reduction scenarios (copy attached). Mr. Nichols emphasized that these reductions did not involve the loss of any current staff



positions and would only go into effect if the city's revenues continued to decline.

Public comment on AGENDA ITEM #2 LIBRARY BUDGET REPORT

An anonymous member of the public commented on deficiencies in the way this item was described in the Agenda and found a lack of specificity in the details of the proposed budget reduction plans observing that they seemed based on problematic assumptions. This person suggested that everything could be changed and that approval should be contingent on future review. Mr. Tim West, SEIU, Local 790 urged the Library Commission to seek any means other than employee layoffs to attain its budget goals. Mr. West suggested freezing rather than losing positions and doing everything possible to avoid layoffs. Mr. Peter Warfield agreed that he disliked staff cuts and noted that the explanatory documents did not provide a full view of which cuts might be appropriate. Mr. Warfield suggested that the lack of a full budget made understanding the proposed reductions difficult. Mr. Warfield identified proposed budget cuts such as 2nd overdue notices that he opposed.

Commission comment on AGENDA ITEM #2 LIBRARY BUDGET REPORT

In response to a query by Vice President Steiman, Library Public Affairs Chief Marcia Schneider described proposed reductions in non-personnel expenditures by her department. The City Librarian, responding to another question by Vice President Steiman, indicated that preliminary reports from a study on the effectiveness of 2nd overdue notices seemed to indicate that they were not very effective. Vice President Steiman suggested that staff develop a priority list of items that could be put back in the budget if the cuts proved not to be necessary. Ms. Hildreth noted that should the Mayor ask for a reduction in the requested budget cuts, this matter would be brought back to the Commission for its review. Mr. Nichols indicated that recent Controller's Office reports showed that revenues from property taxes were improving over expectations but that overall revenues were down. Mr. Nichols pointed out that the Library's allocation of property tax revenues had increased to the degree that a projected \$1.2 revenue shortfall was now reduced to \$865,000, an amount he expected could be fully addressed by other saving in the budget. Mr. Nichols reported that a Controller's Report due for 9 months of the fiscal year, would provide a better picture of what revenues were likely to be during the next fiscal year.

MOTION: by Commissioner Coulter, seconded by Commissioner Chin for approval of the proposed revisions to the 2002/03 Library Budget.

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Swig)

AGENDA ITEM #3 CIAC REQUEST

Library Bond Program Manager Marilyn Thompson reported to the Commissioners on the details of the proposed \$23.020 million 2002/03 capital improvement program budget for the Library including a second bond sale that, with their approval, she proposed to take to the Capital Improvements Advisory Committee (CIAC) for its approval. She discussed in detail two exhibits that she provided (copies attached) that described annual capital

The number of members of the public who spoke anonymously at this meeting. 1

improvements budget encumbrances and these encumbrances by program component. Ms. Thompson suggested that the Commission consider a third bond sale next year and noted that the 2nd bond sale will cover the costs involved in Phase One of the Bond Program.

Public comment on AGENDA ITEM #3 CIAC REPORT

An anonymous member of the public commented that the explanatory documents had not been listed on the agenda and that they were both heartened and dismayed by the speed at which the program was going forward. This person commented that it seemed that half of the projects had begun without being discussed, that cumulative totals reported did not seem in balance, and observed while money was being spent at a galloping rate they wished the picture were clearer. Mr. Peter Warfield commented on the large numbers of figures presented, remarked that the exhibits had not been provided with the agenda, and commented that the lack of advance access to documents by the public made meaningful comment difficult. Mr. Warfield suggested that copies of documents discussed be provided in advance. Ms. Barbara Berman, Friends and Foundation commended the staff for their hard work in preparing and presenting information on the Bond Program.

Commission comment on AGENDA ITEM #3 CIAC REPORT

Ms. Thompson in response to a question by Vice President Steiman pointed out that this proposal merely encumbered funds not expended them. Ms. Thompson then discussed related aspects of the purchase and sale agreement for the new Glen Park Branch Library that she proposed to bring back to the Commission for further discussion as it developed.

MOTION: by Commissioner Coulter, seconded by Commissioner Chin for approval of the proposed fiscal year 2002/03 capital improvement projects budget to be forwarded to Capital Improvements Advisory Committee (CIAC) for its approval.

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Swig)

AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

Branch Bond Program Manager Marilyn Thompson briefly outlined the manner in which she would structure future reports to the Commission under this agenda item, then introduced Commissioner Tim Kelly of the San Francisco Landmarks Preservation Advisory Board. Commissioner Kelly proved the Library Commissioners with an extensive overview of the historic landmarking and California Environmental Quality Act (CEQA) issues and requirements that would be addressed during the course of the Branch Library Bond Program for historic structures (copy of handout attached).

Ms. Thompson then brought the Commissioners up to date on the status of the Bond Program Budget, noting that the current budget report reflected the actions taken by the Library Commission during the past several months. Ms. Thompson then recapped the Library's Prop. 14 (State Library Bond) strategy and discussed details of the projects to be addressed during the phased opportunities to compete for funding from the State Library Bond Program. Ms. Thompson then provided an update on active projects including

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

community meetings at the Richmond and Glen Park Branch Libraries, an update on the development of the purchase and sale agreement on the new Mission Bay Branch Library, and noted preparations for a Prop. 14 (State Library Bond) application for the Excelsior Branch Library.

Ms. Thompson then provided a schedule of community meetings that either were hosted by the Library or where the Library would be making presentations on Bond related projects in the coming weeks.

Finally, the Branch Bond Program Manager provided a detailed presentation on a proposed Design Excellence Program that would be integral to the Bond Program. Ms. Thompson described in some detail (copy attached) how such a design excellence program could be created to provide the highest standards of civic design for Bond Program projects.

Public comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public noted that the print was very small on the explanatory documents making them difficult to analyze. This person commented on the importance of preservation of our heritage, citing the fate of the Old Main Library as a bad example when compared to Los Angeles and Portland that had refurbished their Main Libraries. The anonymous member of the public observed that this matter required close attention, as the place of these libraries in their communities was irreplaceable. Ms. Jeannene Przyblyski, Noe Valley, praised the concept of a design excellence program and cited the importance of quality rehabilitation work to be done at the Noe Valley Branch Library. Mr. Peter Warfield requested copies of the presentations made by Ms. Thompson and Commissioner Kelly noting that not having the documents in advance diminished ability to comment. Mr. Warfield questioned the lack of provision for public participation in the design excellence program noting no provision was made for the public to offer comments. Mr. Warfield requested that he be informed about the details of where and when meetings held by or attended by representatives of the Library to discuss Bond program projects would occur.

Commission comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

Ms. Thompson proposed to provide the Commission Secretary with a list of dates and times of Bond related community and organizational meetings. In response to questions by Commissioner Chin, Ms. Thompson clarified some apparent imbalances in the total amounts reported for project encumbrances when compared to project baseline figures. Commission Swig observed that it was sometime difficult to follow the small print in the presentations and suggested that they be re-formatted to make them easier to understand.

AGENDA ITEM #5 PROP 14. (State Library Bond) REPORT

City Librarian Susan Hildreth presented a report that discussed in great detail seven key review factors and other complexities involved in making a successful application for Prop. 14 (State Library Bond) funds, (copy attached).

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment on AGENDA ITEM #5 PROP 14. (State Library Bond) REPORT

An anonymous member of the public found Commissioner Streets absence for this discussion unfortunate, commenting that this proposal raised concerns about when grants are accepted which party is being leveraged. This person also expressed concerns with the impact of homework centers on branch library services, questioning whether by cooperation with the school district the library was expending its funds to replace school funds. This individual commented that the public library and schools had differing mandates. Mr. Ed Regan opposed cooperative programs with schools such as homework centers, commenting that schools should have their own libraries, and that the public library was established to serve adults. Mr. Peter Warfield expressed concerns with the services impacts of the proposed cooperative programs with the schools, suggesting that the library might be undertaking inappropriate programs in order to qualify for state funds. Mr. Warfield further commented that the nature of these joint ventures might be inappropriate for the library suggesting that there was nothing in these proposals about books. Mr. Warfield questioned what a homework center might be and noted this matter-raised questions of conflicts.

Commission comment on AGENDA ITEM #5 PROP. 14 (State Library Bond) REPORT

Commissioner Chin noted that in these changing times the mandates of public agencies serving the community needed to change to reflect the changing needs of the people they served. Commission Chin observed that our public librariès were not private clubs for those over 21 and that 25% of the City's population was youth that the libraries must serve. Commissioner Chin suggested that the Library should support those projects that worked with its programs and that she would do whatever she could to encourage cooperation by the schools. In response to a question by Vice President Steiman, the City Librarian discussed the varying degrees of cooperation that she had been able to obtain from the school district. Ms. Hildreth noted greatest successes with local school site leadership working with the Library to create cooperative and viable projects. Ms. Hildreth in particular called attention to the cooperative work being done at the Martin Luther King, Jr. Middle School. Commissioner Chin noted that it was right for the Library to take the lead in dealing with neighboring schools located near the libraries. She additionally suggested that the children using libraries do a better job learning.

Agenda item #6 PUBLIC COMMENT

An anonymous member of the public raised questions concerning the Library's meetings with private organizations, asking if these meetings were closed or open to the public. This person commented that information about a meeting was not the same as access to a meeting. The anonymous member of the public then discussed issues raised in The Ugly American. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week, placing an exterior fire escape on the Main Library, and commented that the Library should request that the school district extend its libraries hours. Mr. Peter Warfield thanked Vice President Steiman for informing him about a meeting that was discussed and asked for detailed information concerning meetings that library staff attended to address bond program related matters. Mr. Warfield commented that it was inappropriate that such information was not available.

Agenda Item #9 ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on Agenda item #9 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Chin, Coulter, Steiman, and Swig)

The meeting was adjourned at 6:25PM.

Michael Housh, Commission Secretary 3/22/02

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the regular Commission Meeting of February 21, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

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Minutes of the regular Commission Meeting of February 21, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 21, 2002

Item 1:

Approval of the January 17, 2002 Minutes

"Last night these minutes were not on the website. Neither were the minutes of January 2nd. When I checked right before this meeting they had appeared: Not the legal standard, but, I suppose, a bird in the hand.

These are eviscerated and impoverished minutes. I was hoping to find Commissioner Coulter's comment, What is the big deal about election day? But it is not here.

As an example of how impoverished these minutes are, let me take from the discussion of a proposed meeting schedule. The minutes say that concern was expressed at not having seen the proposed schedule. The actual statement was that the proposed schedule had not been distributed with the agenda.

Similarly, the minutes relate a comment about the commission had not met on election day in the past. The actual statement was that the commission had met on election day and that had led to various problems."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 21, 2002

Item 2:

Library 2002/2003 Budget

"I could make my usual complaint about lack of specificity and sit down. Or I could sit down having said that, this is getting so repetitive. The agenda describes explanatory documents as, "draft revised 2002/2003 budget documents." But there is no document with that title or even fitting that description. The closest document is entitled, "Fiscal Year 2002/2003 Potential Budget Reductions." There are a number of documents that it could be confused with.

The budget reduction assumptions are highly problematic. The administration seems to base its presentation on the proviso that everything can be changed based on future developments. I would urge you to watch those future developments and make your approval contingent upon your continued review."

Minutes of the regular Commission Meeting of February 21, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 21, 2002

Item 3:

Library 2002/2003 Budget

"The slide presentation says that there are explanatory documents are available in the back of the room, but the agenda has no notice of that.

The presentation shows many projects underway, but I do not believe they have been discussed in sufficient detail. The table shows cumulative totals that do not seem to correspond to the balance funds available. I am sure that someone can explain and perhaps I need to study it longer. The point is that the money is being spent and galloping rate and I am not sure if that is good or bad. I just wish it were a little clearer."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 21, 2002

Item 4:

Bond Program Manager's Report

"The explanatory document is this thing with print so small I have seen print on aspirin bottles that was larger. One almost suspects you are kidding.

The presenter on historical preservation said that energy conservation and seismic issues are close to our hearts. I hope that the core of his presentation is close to our hearts, namely preserving our heritage and building on the traditions that got us this far. This is at the core of what a library does which is preserve our past precisely so that we can feel a connection to it and build upon it.

I hope that everyone mapped his presentation over what is happening to our old main library across the street. It should give one serious pause.

A number of communities on the West Coast, specifically Portland and Los Angeles have remodeled their old main libraries and re-energized their communities thereby."

Minutes of the regular Commission Meeting of February 21, 2002

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 21, 2002

Item 5:

Prop. 14 (State Library Bond) Report

“For the record I am indeed surprised that Noe Valley is not considered a high diversity neighborhood.

In considering grants one hears constant repetition of the term ‘leverage.’ People give dollars because they think that it will leverage other dollars. There is always a question of who is leveraging who. As we get into this program we are starting to understand that Ms. Hildreth is giving us the two, the plus, and the two, but she is hiding the ‘equals four’ under a basket.

We have the project requirements. What we don’t have is the service impacts. What will it mean to have a homework center in North Beach with our clientele there?

Cooperation with the school district has had a long history. In the past we have found that we were expected to pay money so the school district could save money. The service impact is of the essence.”

Minutes of the regular Commission Meeting of February 21, 2002

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, February 21, 2002

Item 6:

Public Comment

"On a previous item Ms. Hildreth said that information on community meetings is contingent upon the meetings being public. A meeting can be closed but it is still an open society. There is a big difference between a closed meeting and a secret meeting. People can hold a meeting without inviting me or anyone else but if they told Ms. Hildreth about it the information is on the record.

I have mentioned several times this book, The Ugly American, published in 1958. Irrespective of the theme, the subject is South Vietnam. If this is about science then it predicts subsequent events as good science should.

The ugly American is the good guy, and the people who think that money is going to solve all of their problems are the bad guys. It might serve us all to go back and read this book one more time."



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 13, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian

FROM: George M. Nichols, Finance Director 

ITEM: FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ISSUE: Prepare and submit to the Mayor, reduction proposals equal to 10% of estimated General Fund budgeted in FY 2002-03. Requires the Library to submit reduction proposals equal to \$3.192 million. As previously noted, reductions will be implemented only if revenue assumptions used to prepare the Library's proposed budget for FY 2002-03 are not realized.

BACKGROUND: In January, staff presented the Commission a plan to meet a potential 10% General Fund reduction. Upon consideration of staff's proposal, the Commission directed staff to develop other alternatives and three alternative reduction plans were presented to the Commission during its meeting on February 5th. After considering the three alternatives, the Commission directed staff to revise the "75% Use of Reserve Plan" by limiting the reduction to the book budget to 5% or \$246,000 (reduced from a \$492,000 or 10% cut) and to make up the shortfall by eliminating positions.

ANALYSIS: Consistent with the Commission's direction, staff has prepared the attached plan to meet a potential 10% General Fund reduction. The plan provides for an additional allocation of up to \$1.226 million (75% of estimated reserve) from the Library Preservation Fund reserve balance to offset General Fund cuts and \$1.965 million in program cuts. The \$1.965 million in program cuts include:

- \$246,000 (5%) reduction to the book budget (reduced from 10% or \$492,000).
- \$196,000 by eliminating 3.16 FTE. Includes 0.50 Librarian II for Mission Bay, 0.50 Clerk in the Finance Office, 1.0 Library Assistant in the Main, 1.0 Library Technician I in the Main Library, and 0.16 temporary help FTE in the Branch Libraries.
- \$409,000 by increasing budgeted attrition savings by 1% (from 5% to 6%).
- \$280,000 to upgrade telecommunication systems at 10 branch libraries.

- \$198,000 for routine maintenance and repair of branch facilities.
- \$178,000 to replace workstations, PCs, and other peripheral devices system-wide.
- \$66,000 to purchase three express checkout machines for Mission Branch Library.
- \$25,000 for reproduction and translation services.
- \$74,000 to upgrade or reclassify 6.5 Information System Technicians to Information Systems Administrators.
- \$293,000 in various operating and expense categories including training, travel, program materials and supplies, building and equipment maintenance materials supplies, book processing materials and supplies, and general office equipment, materials, and supplies.

RECOMMENDATION: Adopt the revised "75% Use of Reserve Plan" and authorize staff to prepare and submit reduction proposals as required by the Mayor.

Attachments

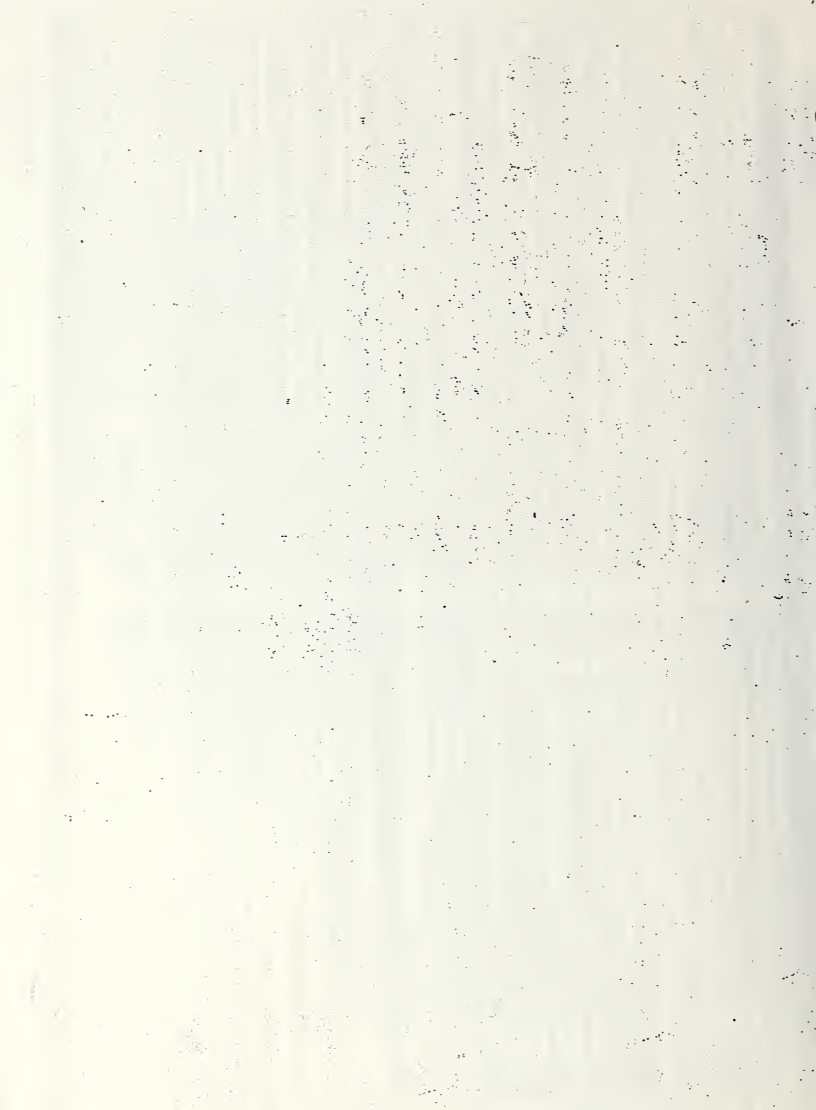
cc: Paul Underwood, Chief Deputy Librarian

FY 2002-03 POTENTIAL BUDGET REDUCTIONS

ATTACHMENT U
Commission Plan

Division	Item	Budget	FTE Description
Public Affairs	Delivery svcs, equipment maintenance, graphic design supplies/materials/software, minor furnishings.	\$ (12,191)	24.2% cut in budgeted funds. Operational impacts include fewer deliveries, reduced capacity to repair AV equipment, fewer graphic and print supplies used for exhibits and public notices, and loss of replacement funds for display cases.
	PUBLIC AFFAIRS, SUBTOTAL	\$ (12,191)	0.00
Operations	Small equipment repair	\$ (1,000)	0.00 15% reduction in funds budgeted to repair small equipment (e.g. typewriters, fax machines, etc.)
Operations	First Aid/Emergency Supplies	\$ (1,000)	0.00 20% reduction in funds budgeted for first aid/emergency supplies.
Operations	Stockroom Supplies	\$ (5,000)	0.00 7% reduction in stockroom materials (e.g. systemwide office supplies).
Operations	Hardware supplies	\$ (5,000)	0.00 11% reduction in funds budgeted for hardware use to maintain facilities.
Operations	Fuels & Lubricants	\$ (2,000)	0.00 68% reduction in fuels and lubricants used to operate maintenance equipment.
Operations	Forms account	\$ (4,000)	0.00 80% reduction in funds budgeted for the purchase of forms (e.g.)
Operations	Electrical Supplies	\$ (5,000)	13% reduction in funds budgeted for electrical supplies use to maintain/repair facilities. May result in deferred maintenance of buildings.
Operations	Building Construction Supplies (Painting)	\$ (2,800)	20% reduction in funds budgeted for painting supplies used to maintain facilities. May result in deferred maintenance of buildings.
Operations	Equipment Rental (service maintenance on copier)	\$ (1,200)	0.00 Eliminates service maintenance agreement funds for O&M's copier.
Operations	Small tools & instruments	\$ (3,000)	33% reduction to funds budgeted for the purchase of small tools and instruments used by staff to maintain/repair facilities.
Operations	Building and Construction Supplies	\$ (10,000)	20% reduction to funds budgeted to purchase lighting supplies used to maintain/repair facilities. May result in deferred maintenance or replacement of facility lighting systems.
Operations	Professional & Specialized Services (Moving)	\$ (2,000)	0.00 50% reduction to funds budgeted for professional moving services.
Operations	Building and Construction Supplies (Plumbing)	\$ (3,000)	0.00 33% reduction to funds budgeted for plumbing supplies. Will result in deferred maintenance of buildings.
Operations	DPW-BBR Work Order (routine maintenance & repairs performed by BBR)	\$ (6,669)	Reduces funds budgeted for facility maintenance and repair. Will result in deferred maintenance.
Operations	Other Materials & Supplies (shades, small equipment, custodial supplies, car parts, HVAC filters, fasteners & drills, lock parts, back-up batteries, etc.)	\$ (25,500)	20% reduction to funds budgeted for miscellaneous materials and supplies used by staff to maintain buildings. Funds used to buy shades, blinds, small equipment, custodial supplies, auto supplies, HVAC filters, lock parts, and batteries. Will result in deferred maintenance.
	OPERATIONS & MAINTENANCE, SUBTOTAL	\$ (79,169)	0.00 Overall cut reflects an 18.1% reduction to division's funds budgeted for these purposes.
Techn Svcs	RUN Searching	\$ (350)	0.00
Techn Svcs	Barcodes	\$ (1,000)	0.00 Library will purchase fewer barcodes. May be viable if book purchases also be reduced.
Techn Svcs	Security Strips	\$ (2,500)	0.00 Library will purchase fewer security strips. May be viable if book purchases also be reduced.
Techn Svcs	Furniture	\$ (4,200)	0.00 Funds budgeted to replace outdated staff workstations and furniture with ergonomically correct workstations and furnishings. Loss of funds will cause delays in replacement.
Techn Svcs	Retrospective Conversion	\$ (35,418)	0.00 Funds budgeted to support contract with Advanced Information Management (AIM) for retrospective cataloging and inventory; and for database maintenance svcs. Loss of funds will result in processing delays and backlogs; and reduce public access to these materials.

Division	Item	Budget	FTE Description
	TECHN SRVCS, SUBTOTAL	\$ (44,468)	0.00
Automation	2nd Overdue Notice	\$ (22,000)	0.00 Reduces the number of notices for overdue materials from 3 to 2 - eliminates the second notice.
Automation	Computer Room Maintenance	\$ (16,235)	0.00 Funds budgeted for maintenance of computer equipment. Loss of funds will result in deferred maintenance of equipment.
	AUTOMATION, SUBTOTAL	\$ (38,235)	0.00
OCYS	Office Supplies (OCYS)	\$ (1,030)	0.00 25.5% reduction in funds budgeted for system-wide supplies and materials used to support programming for children and teens.
OCYS	Equipment Maintenance - CDRA Custom Prg (Automation)	\$ (10,000)	0.00 50% reduction Prop D (Children's Baseline) funds budgeted for equipment maintenance and repair. Will result in deferred maintenance of computer equipment.
OCYS	Other Equipment Maintenance Supplies (Automation)	\$ (1,560)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for miscellaneous computer maintenance supplies.
OCYS	OCLC (Techn Svcs)	\$ (1,150)	0.00 7.6% reduction to funds budgeted for OCLC processing and cataloging services. Diminishes capacity to process children's materials.
OCYS	Bar Codes (Techn Svcs)	\$ (1,925)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of barcodes.
OCYS	Security Strips (Techn Svcs)	\$ (1,681)	0.00 Eliminates Prop D (Children's Baseline) funds budgeted for the purchase of security strips.
OCYS	Misc. Supplies (Techn Svcs)	\$ (600)	0.00 55% reduction to Prop D (Children's Baseline) funds budgeted for miscellaneous supplies used to process materials.
	OCYS, SUBTOTAL	\$ (17,947)	0.00 Overall cut reflects a 45.3% reduction to funds budgeted in OCYS for these purposes.
Branch-	Material & Supplies	\$ (50,000)	0.00 21% reduction to funds budgeted for materials and supplies. Will result in inability to replace broken or outdated equipment and furniture; purchase ergonomic workstations for staff; and to respond to
	BRANCH, SUBTOTAL	\$ (57,594)	-0.16 4% reduction to budgeted temporary help.
	SUBTOTAL, BASELINE REDUCTIONS	\$ (449,513)	-2.66
	TOTAL REDUCTIONS	\$ (3,191,944)	-3.16
	ARIANCE (over/under)	\$ (0)	





San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

February 15, 2002

TO: Library Commissioners
Susan Hildreth, City Librarian

FR: George M. Nichols, Finance Director
Marilyn Thompson, Bond Program Manager

ITEM: FY 2002-03 CAPITAL IMPROVEMENT PROJECT BUDGET

In Fiscal Year 2002-03, the Library is proposing a Capital Improvement Project budget of \$23.820 million. This total includes appropriation of \$23.3 million in proceeds from a second Branch Library Improvement Bond sale that we propose for October 2002; \$240,000 for branch library maintenance and repair projects; and \$280,000 to upgrade telecommunication systems in ten branch libraries. The Commission, through its approval of the Library's FY 2002-03 operating budget, has already approved funding for the branch telecommunications projects (\$280,000) and branch maintenance and repair projects (\$240,000) from the Library Preservation Fund.

This item requests the Commission's approval for the Library to include in its FY 2002-03 Capital Improvement Project budget the \$23.3 million from the proposed second sale of Proposition A Branch Library Improvement Bonds. This proposal is consistent with the project planning schedules presented by Bond Program Manager, Marilyn Thompson during the Commission's monthly Branch Bond Renovation meetings; and, with current plans regarding State Proposition 14 applications.

A detailed encumbrance plan developed by Ms. Thompson and her staff is attached as Exhibit A. In summary, the necessity for a second bond sale in October 2002 and appropriation in FY 2002-03 is predicated on the following:

1. By the end of the first quarter of FY 2002-03 (September 31, 2002), the Library anticipates \$14.107 million in encumbrances against bond proceeds of \$17.665 million and Earthquake Safety Program appropriations of \$2.4 million. This will leave a remaining balance of \$5.958 million from these sources.

2. By the end of FY 2002-03 (June 30, 2003), the Library anticipates an additional \$20.398 million in encumbrances for total encumbrance of \$34.505 million – or \$14.440 million more than currently appropriated from Branch Library Improvement Bonds (\$17.665 million) and from ESP funds (\$2.4 million).
3. Through the end of the second quarter of FY 2003-04 (December 31, 2003), the Library anticipates an additional \$8.040 million in encumbrances for total encumbrance of \$42.545 million. This is \$22.480 million more than currently appropriated from Branch Library Improvement Bond (\$17.665 million) and from ESP funds (\$2.4 million). The \$23.3 million from the proposed second sale of bonds in October 2002, would ensure sufficient funds to meet the program's needs prior to a third issuance of bonds tentatively scheduled during the third quarter of FY 2003-04.

It is anticipated that State Proposition 14 funds in the amount of \$4.7 million will be awarded to the Library during the second quarter of FY 2003-03; and, that a third bond sale would be required during the third quarter of FY 2003-04 (quarter ending March 31, 2004). At that point in time, the Library anticipates \$68.165 million in revenue from bond sales, ESP appropriations, and State Proposition 14.

As shown on Exhibit A, by the end of FY 2003-04, a majority of the projects authorized by Proposition A will be underway. These projects, totaling \$57.474 million, are summarized on Exhibit B.

RECOMMENDATION

Authorize the Library to:

1. Work with the Mayor's Office of Public Finance to schedule a second bond sale to be held during the second quarter (October 1st through December 31st) of FY 2002-03 for \$23.3 million.
2. Include in its Capital Improvement Plan for FY 2002-03, an appropriation request for \$23.3 million in Library Branch Improvement Bond funds.

Attachments

cc: Paul Underwood, Deputy City Librarian

Branch	Proposed Budget	FY 2001-02				FY 2002-03				FY 2003-04			
		Oct-01	Jan-02	Apr-02	Jul-02	Oct-02	Jan-03	Apr-03	Jul-03	Oct-03	Jan-04	Apr-04	
Excelsior	3,629,000												
Marina	3,904,500			976,125			907,250				2,721,750		
Mission Bay	3,975,100			1,987,550		1,987,550					2,928,375		
Noe Valley	4,189,500			1,047,375							3,142,125		
Parkside	2,736,000			684,000							2,052,000		
Richmond	7,248,500	1,812,125									5,436,375		
Glen Park	4,698,000		3,745,500					952,500					
Visitation Valley	5,158,500				115,069		2,090,000		652,056				
Support Services / Brooks	8,628,000					0	8,626,000			0			
Ingleisle	4,430,000							1,869,750			565,250		
Portola	4,430,000										565,250		
North Beach	3,287,000				99,750								
Sunset	1,415,500			15,000	821,750								
West Portal	3,904,500				338,875		1,770,000	0					
Bayview	3,629,000				976,125				1,061,625				
Eureka Valley	4,351,000												
Ortega	3,382,000						70,000						
Western Addition	3,258,500												
Anza	4,503,000												
Bernal Heights	5,082,500												
Golden Gate Valley	5,073,000			50,000									
Potrero	4,018,500												
Merced	3,990,000												
Park	1,244,500												
Presidio	1,453,500			15,000									
Library Program Management	800,000		400,000				200,000				200,000		
Program Consultants	750,000		375,000				187,500				187,500		
City Program Management	3,600,000	44,000	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	
Real Estate Dept	120,000	120,000											
Relocation & Moving Reserve	4,320,000												
Bond Financing Costs	1,500,000	160,000				335,000		1,080,000			1,728,000		
Reserve	5,557,400										335,000		
											961,900		
Total	118,285,000	2,136,125	4,628,268	4,882,808	2,459,327	2,430,308	13,958,508	4,010,008	1,821,439	6,218,633	14,820,408	107,758	
Cumulative Total		2,136,125	6,764,383	11,647,190	14,106,517	16,536,824	30,495,332	34,505,339	36,326,778	42,545,411	57,365,818	57,473,576	
Bond Sales		17,665,000				23,300,000					20,100,000		
Prop 14											4,700,000		
ESPT Bonds		2,400,000											
Cumulative Available		20,065,000	20,065,000	20,065,000	20,065,000	43,365,000	43,365,000	43,365,000	43,365,000	48,065,000	68,165,000	68,165,000	
Balance Funds Available		17,928,875	13,300,617	8,417,810	5,958,483	26,828,176	12,869,668	8,859,661	7,038,222	5,519,589	10,799,182	10,691,424	

Branch	FY 2004-05				FY 2005-06				FY 2006-07			
	Jul-04	Oct-04	Jan-05	Apr-05	Jul-05	Oct-05	Jan-06	Apr-06	Jul-06	Oct-06	Jan-07	Apr-07
Excelsior												
Marina												
Mission Bay												
Noe Valley												
Parkside												
Richmond												
Glen Park												
Visitation Valley				2,301,375								
Support Services / Brooks												
Ingliside				1,995,000								
Portola				1,995,000								
North Beach	2,465,250											
Sunset												
West Portal	2,928,375											
Bayview	907,250						2,721,750					
Eureka Valley	1,087,750						3,263,250					
Ortega	775,500						2,536,500					
Western Addition	814,825						2,443,875					
Anza						1,125,750						3,377,250
Bernal Heights						1,270,625						3,811,875
Golden Gate Valley						1,218,250						3,804,750
Potrero						1,004,625						3,013,875
Merced											997,500	
Park											311,125	
Presidio											348,375	
Library Program Management												
Program Consultants												
City Program Management	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758
Real Estate Dept											648,000	
Relocation & Moving Reserve						864,000					335,000	
Bond Financing Costs												
Reserve					4,595,500							
Total	9,086,508	107,758	107,758	6,399,133	4,703,258	5,591,008	11,073,133	107,758	107,758	107,758	2,747,758	14,115,508
Cumulative Total	66,560,083	66,667,841	66,775,598	73,174,731	77,877,989	83,468,996	94,542,129	94,649,886	94,757,644	94,865,402	97,613,159	111,728,667
Bond Sales				21,300,000							17,700,000	
Prop 14							5,300,000					
ESPT Bonds												
Cumulative Available	68,165,000	68,165,000	68,165,000	89,465,000	89,465,000	94,765,000	94,765,000	94,765,000	94,765,000	112,465,000	112,465,000	112,465,000
Balance Funds Available	1,604,917	1,497,159	1,389,402	16,290,269	11,587,011	11,296,004	222,871	115,114	7,356	17,589,598	14,851,841	736,333

Branch	FY 2007-08				FY 2008-09				FY 2009-10			
	Jul-07	Oct-07	Jan-08	Apr-08	Jul-08	Oct-08	Jan-09	Apr-09	Jul-09	Oct-09	Jan-10	
Excelsior												
Marina												
Mission Bay												
Noe Valley												
Parkside												
Richmond												
Glen Park												
Visitation Valley												
Support Services / Brooks												
Ingleside												
Portola												
North Beach												
Sunset												
West Portal												
Bayview												
Eureka Valley												
Ortega												
Western Addition												
Anza												
Bernal Heights												
Golden Gate Valley												
Potrero												
Merced					2,982,500							
Park					933,375							
Presidio					1,090,125							
Library Program Management												
Program Consultants												
City Program Management	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	107,758	
Real Estate Dept												
Relocation & Moving Reserve												
Bond Financing Costs				335,000								
Reserve												
Total	107,758	107,758	107,758	442,758	5,123,758	107,758	107,758	107,758	107,758	107,758	107,758	
Cumulative Total	111,836,424	111,944,182	112,051,939	112,494,697	117,618,455	117,726,212	117,833,970	117,941,727	118,049,485	118,157,242	118,265,000	
Bond Sales				5,800,000								
Prop 14												
ESP1 Bonds												
Cumulative Available	112,465,000	112,465,000	112,465,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000	118,265,000	
Balance Funds Available	628,576	520,818	413,061	5,770,303	646,545	538,788	431,030	323,273	215,515	107,758	0	

PROJECT PHASE	BRANCH	COMPONENT	BUDGET	ENCUMBRANCE (THRU FY 2003-04)
1	Excelsior	Construction Costs	\$ 2,721,750	\$ 2,721,750
		Soft Costs	\$ 907,250	\$ 907,250
	Marina	Construction Costs	\$ 2,928,375	\$ 2,928,375
		Soft Costs	\$ 976,125	\$ 976,125
	Mission Bay	Site Acquisition	\$ 3,975,100	\$ 3,975,100
	Noe Valley	Construction Costs	\$ 3,142,125	\$ 3,142,125
		Soft Costs	\$ 1,047,375	\$ 1,047,375
	Parkside	Construction Costs	\$ 2,052,000	\$ 2,052,000
		Soft Costs	\$ 684,000	\$ 684,000
	Richmond	Construction Costs	\$ 5,436,375	\$ 5,436,375
		Soft Costs	\$ 1,812,125	\$ 1,812,125
	Glen Park	Site Acquisition	\$ 3,428,000	\$ 3,428,000
		Construction Costs	\$ 952,500	\$ 952,500
		Soft Costs	\$ 317,500	\$ 317,500
		Site Acquisition	\$ 2,090,000	\$ 2,090,000
	Visitation Valley	Construction Costs	\$ 2,301,375	\$ -
		Soft Costs	\$ 767,125	\$ 767,125
	Support Services / Brooks	Site Acquisition	\$ 8,626,000	\$ 8,626,000
	SUBTOTAL		\$ 44,165,100	\$ 41,863,725
2	Ingleside	Site Acquisition	\$ 1,770,000	\$ 1,770,000
		Construction Costs	\$ 1,995,000	\$ -
		Soft Costs	\$ 665,000	\$ 665,000
	Portola	Site Acquisition	\$ 1,770,000	\$ 1,770,000
		Construction Costs	\$ 1,995,000	\$ -
		Soft Costs	\$ 665,000	\$ 665,000
	North Beach	Construction Costs	\$ 2,465,250	\$ -
		Soft Costs	\$ 821,750	\$ 821,750
	Sunset	Construction Costs	\$ 1,061,625	\$ 1,061,625
		Soft Costs	\$ 353,875	\$ 353,875
	West Portal	Construction Costs	\$ 2,928,375	\$ -
		Soft Costs	\$ 976,125	\$ 976,125
	SUBTOTAL		\$ 17,467,000	\$ 8,083,375
3	Bayview		\$ 3,629,000	\$ -
	Eureka Valley		\$ 4,351,000	\$ -
	Ortega		\$ 3,382,000	\$ 70,000
	Western Addition		\$ 3,258,500	\$ -
	SUBTOTAL		\$ 14,620,500	\$ 70,000
4	Anza		\$ 4,503,000	\$ -
	Bernal Heights		\$ 5,082,500	\$ -
	Golden Gate Valley		\$ 5,073,000	\$ 50,000
	Potrero		\$ 4,018,500	\$ -
	SUBTOTAL		\$ 18,677,000	\$ 50,000
5	Merced		\$ 3,990,000	\$ -
	Park		\$ 1,244,500	\$ -
	Presidio		\$ 1,453,500	\$ 15,000
	SUBTOTAL		\$ 6,688,000	\$ 15,000
Program-Wide	Library Program Management		\$ 800,000	\$ 800,000
	Program Consultants		\$ 750,000	\$ 750,000
	City Program Management		\$ 3,600,000	\$ 1,121,576
	Real Estate Dept		\$ 120,000	\$ 120,000
	Relocation & Moving Reserve		\$ 4,320,000	\$ 2,808,000
	Bond Financing Costs		\$ 1,500,000	\$ 830,000
	Program Reserve		\$ 5,557,400	\$ 961,900
	SUBTOTAL		\$ 16,647,400	\$ 7,391,476
TOTAL			\$ 118,265,000	\$ 57,473,576

February 21, 2002

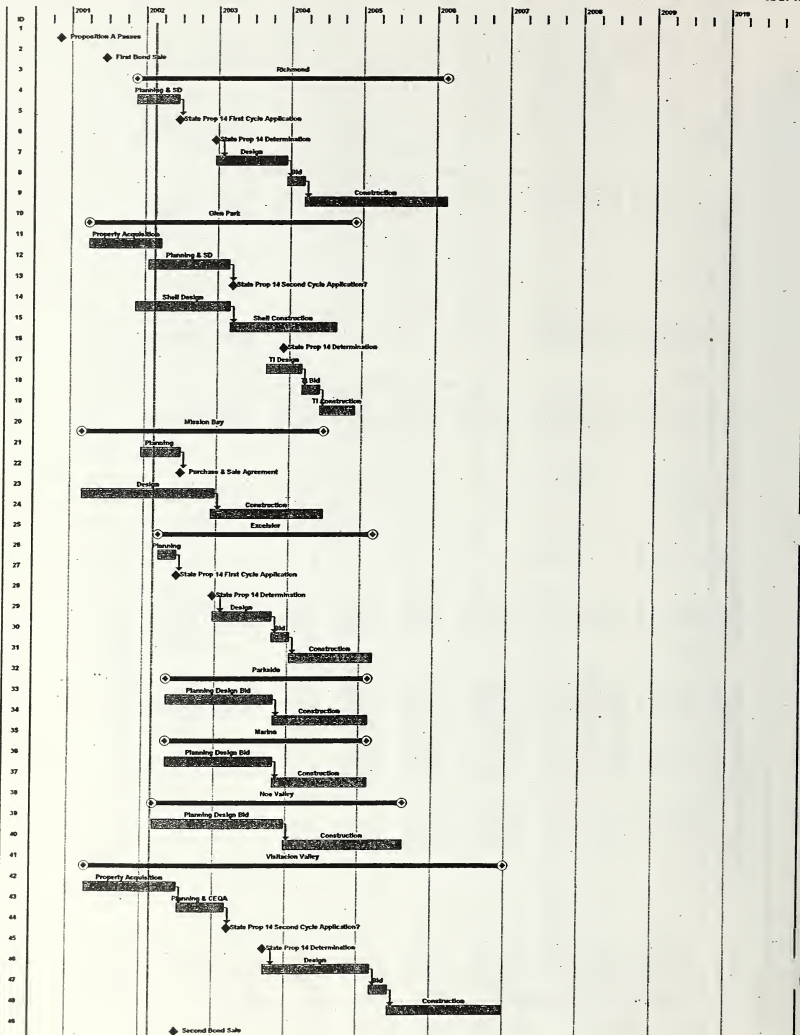
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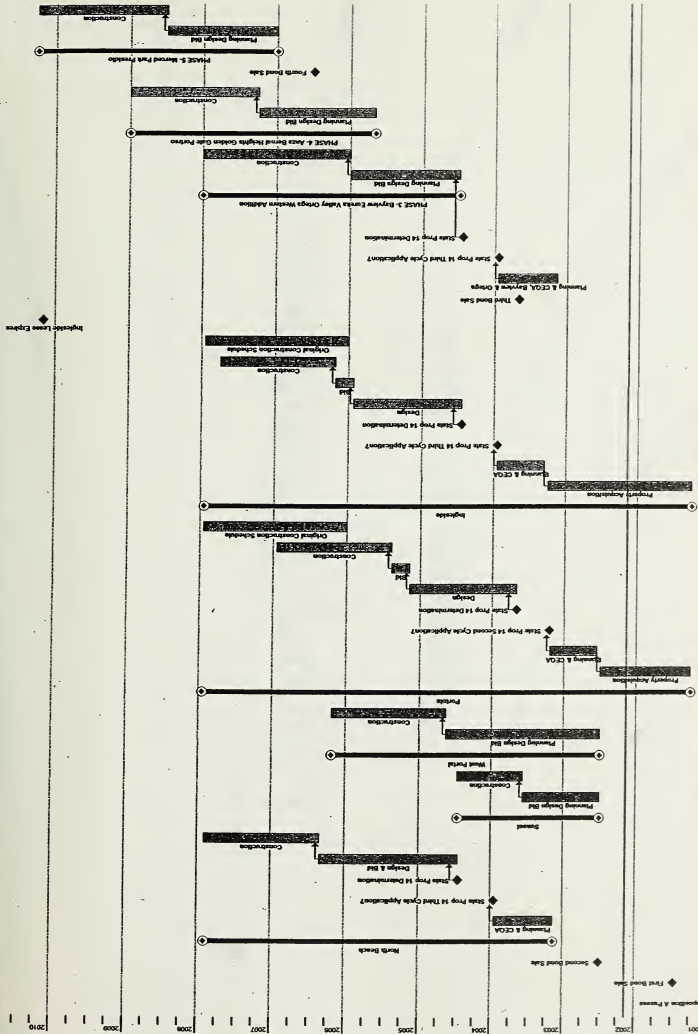
(2) Earthquake Safety Program funds remaining for Branch Libraries
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate shuttling fees, attorney costs, etc.)

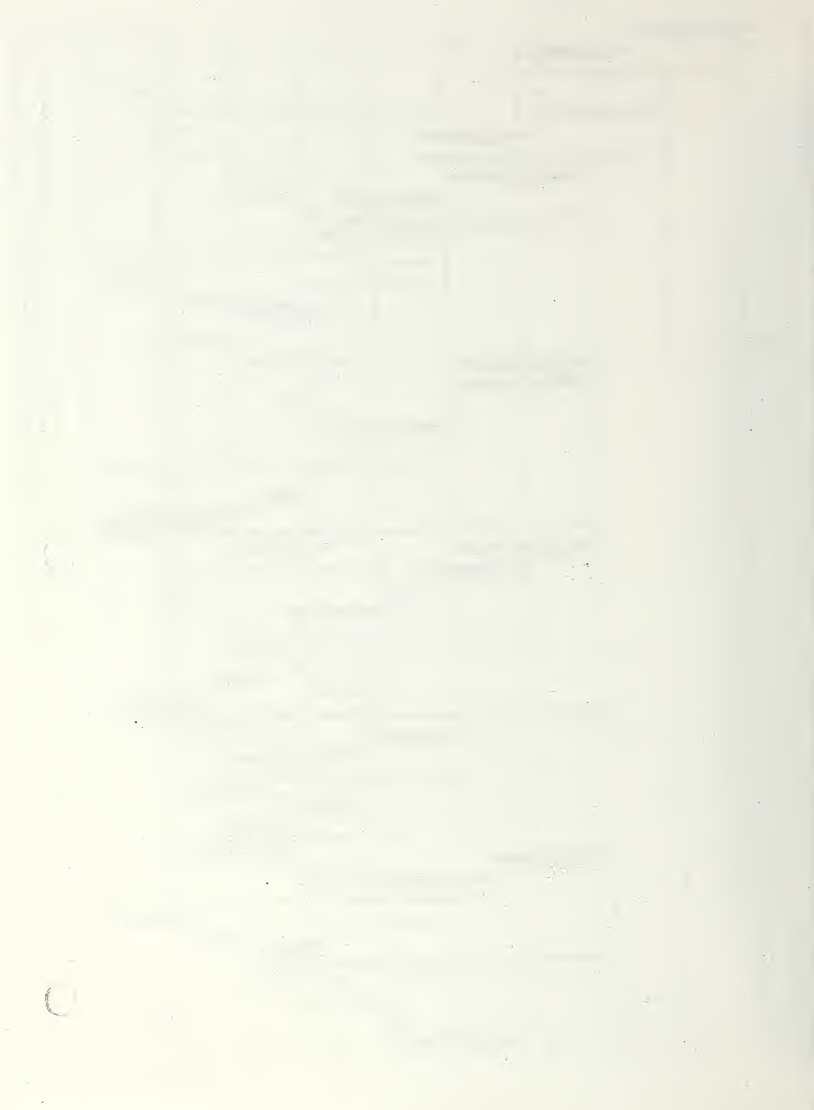
(3) Private donations from Friends & Foundation

CITY PROP. A				Other		Total	
Bonds	State Prop. 13	State Sources	All Sources	Reserve	Available		
31-Mar-02	31-Mar-02	31-Mar-02	31-Mar-02	31-Mar-02	31-Mar-02	31-Mar-02	31-Mar-02
3,428,000			3,428,000	1,324,000	1,351,000		
1,770,000			1,770,000	1,770,000	1,770,000		
1,770,000			1,770,000	1,770,000	1,770,000		
0			0	2,930,000	2,930,000		
6,968,000			6,968,000	6,968,000	6,968,000		
1,670,000			1,670,000	751,500	751,500		
3,604,000			3,604,000	78,000	78,000		
3,350,000			3,350,000	3,350,000	3,350,000		
7,918,000			7,918,000	440,000	440,000		
4,700,000			4,700,000	2,400,000	2,400,000		
2,000,000			2,000,000	434,000	434,000		
1,270,000			1,270,000	200,000	200,000		
1,390,000			1,390,000	500,000	500,000		
4,820,000			4,820,000	8,711,000	8,711,000		
24,962,000			24,962,000	0	0		
2,860,000			2,860,000	0	0		
2,860,000			2,860,000	0	0		
3,247,000			3,247,000	15,000	15,000		
3,604,000			3,604,000	14,000	14,000		
14,827,000			14,827,000	0	0		
3,670,000			3,670,000	0	0		
4,351,000			4,351,000	0	0		
2,000,000			2,000,000	70,000	70,000		
3,384,000			3,384,000	0	0		
12,664,800			12,664,800	0	0		
4,803,000			4,803,000	0	0		
5,042,100			5,042,100	0	0		
2,073,000			2,073,000	85,000	85,000		
14,877,000			14,877,000	64,000	64,000		
3,800,000			3,800,000	0	0		
1,244,000			1,244,000	18,000	18,000		
1,453,000			1,453,000	14,000	14,000		
6,988,000			6,988,000	0	0		
800,000			800,000	300,000	300,000		
5,453,000			5,453,000	300,000	300,000		
3,800,000			3,800,000	300,000	300,000		
1,700,000			1,700,000	120,000	120,000		
4,320,000			4,320,000	0	0		
0			0	0	0		
1,500,000			1,500,000	250,000	250,000		
8,433,000			8,433,000	2,000,000	2,000,000		
1,020,000			1,020,000	0	0		
105,866,000			105,866,000	20,085,000	20,085,000		
10,260,000			10,260,000	0	0		
17,400,000			17,400,000	0	0		
1,001,000			1,001,000	0	0		
4,634,800			4,634,800	0	0		
238,918			238,918	0	0		
555,841			555,841	0	0		
130,051			130,051	0	0		
79,128			79,128	0	0		
4,300,000			4,300,000	0	0		

ation costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)







Library Commission

February 21, 2002

1. Approval of Minutes

Explanatory documents at back of auditorium

2. Library 2002/2003 Budget

Explanatory documents at back of auditorium

3. CIAC Request

Explanatory documents at back of auditorium

4. Bond Program Manager's Report

Informational Presentation

Tim Kelley, President,
SF Landmarks Preservation Advisory Board

Regular Reports

Budget Report

- Recap:

10-10-01 Baseline Budget established

12-20-01 Glen Park increased

12-20-01 Reviewed possible Mission Bay increases (budget will be revised in April with Purchase & Sale Agreement)

01-17-02 Increased program-wide Reserve

01-17-02 Created single Art Enrichment fund

TODAY- Put January approvals into effect

Current Budget Report

Explanatory documents at back of auditorium

Coping with Budget Revisions

- Establish Program Reserve ☒ PRUDENT RESERVE
- Manage Project Contingencies ☒ ONGOING
- Revise scope of work
- Schedule work sooner or phase work
- Reduce cost or eliminate some interim relocations ☒ IN PROCESS
- Savings realized from completed projects

Schedule Report

- Recap:

10-10-01 Baseline Schedule established

12-20-01 Glen Park moved up

01-17-02 Detailed schedules distributed

TODAY- Revise to reflect Prop 14 strategy

TODAY- Revise Mission Bay to latest SFRDA schedule

Schedule Report

Explanatory documents at back of auditorium

Active Projects Reports

- Richmond Branch Library
- Glen Park Branch Library
- Mission Bay Branch Library
- Excelsior Branch Library

Community Outreach Update

- Library sponsored meetings:

2/23 Richmond Community Meeting

3/6 Portola Community Meeting

- Library invited as guest:

2/19 Richmond Police Forum

2/23 Sophie Maxwell's Town Hall

2/25 Rincon / South Beach Neighborhood Assn.

2/28-3/6 Better Neighborhood Workshops @ VVA

3/11 North Beach Neighbors, Directors Meeting

3/14 Friends of Noe Valley

3/14 Mission Bay Community Advisory Committee

Special Reports

Design Excellence Program

- In response to Commission's request
- Necessary to respond to the sheer number & complexity of projects we are facing
- Practiced at the Federal & State levels
- First initiated by General Services Administration in 1994
- Principles:

Distinguished design

Design from the profession, not the bureaucracy

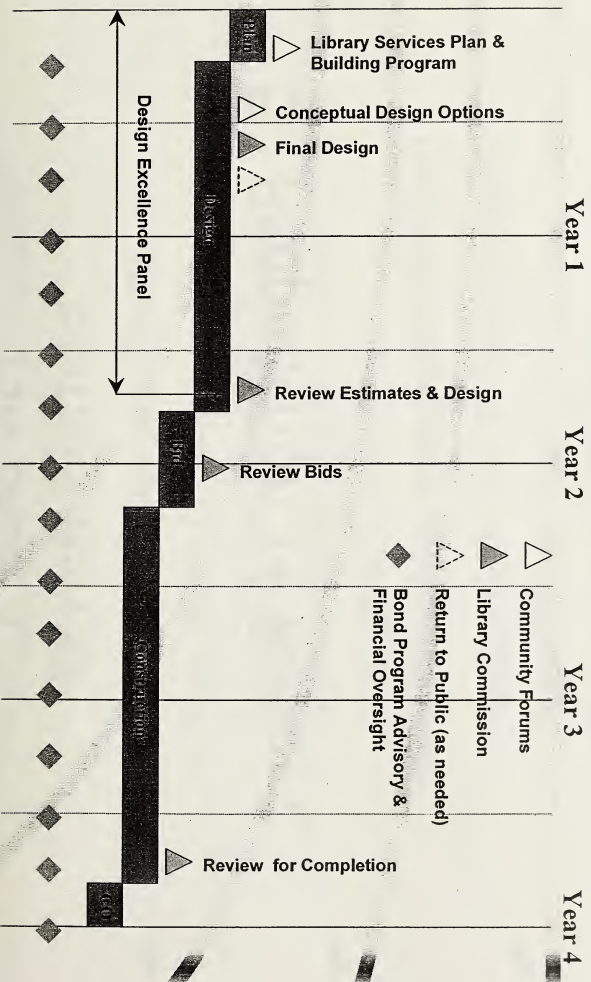
Design in context with the site & the neighborhood

Design Excellence Program

- Context
 - Public Review Process
 - Mandated Review Processes
 - New Site Selection
- A/E Selection
 - Two Stage selection process
 - Three Stage for independent new buildings
 - Qualifications based selection, Public Procurement process
- Peer Review
 - 3 Panels, one for each Library District
 - 3 members each, planner, architect, interior designer
 - Appointed by Program Manager
 - Serve 2 years
 - Attend Community Forums, Provide Critique at Library Commission

Map of Public Process

For a Complex Project



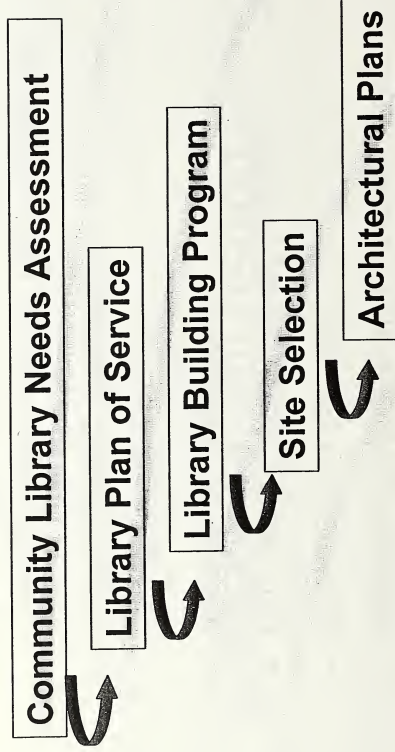
5. Proposition 14 Report

Explanatory documents at back of auditorium

7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- Needs of Residents
 - Existing Library
 - Proposed Project
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate
 - (Only for New Public Libraries)

How They Relate... Library Planning Documents



TYPE OF PROJECT

New Public Library Building

New Building

Conversion

Conversion & Expansion

Priorities

Joint Use - 1st

Co-
Located

Joint
Venture

All Others - 2nd

Computer Center

Family Literacy Center

Homework Center

Shared Electronic/
Telecommunications

Subject Speciality
Center

Career Center

Other

Existing

Remodeling

Remodeling &
Expansion

Priorities

Inadequate
Infrastructure - 1st

All Others - 2nd

CEQA

The California Environmental Quality Act

15064.5. Determining the Significance of Impacts to Archeological and Historical Resources

Historical Resources presumed to be historically or culturally significant—

- California Register of Historical Resources
- Local register of historical resources
- Historical resource survey

Public agencies must treat any such resource as significant unless the preponderance of evidence demonstrates that it is not historically or culturally significant.

[CEQA 15064.5 (a) (1)]

CEQA

Generally, a resource shall be considered by the lead agency to be "historically significant" if:

- Is associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage;
- Is associated with the lives of persons important in our past;
- Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
- Has yielded, or may be likely to yield, information important in prehistory or history.

Supported by substantial evidence in light of the whole record

[CEQA 15064.5 (a) (3)]

CEQA

The California Environmental Quality Act

Substantial adverse change in the significance of an historical resource occurs if:

Demolishes or materially alters in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its inclusion in, or eligibility for, inclusion in the California Register of Historical Resources...

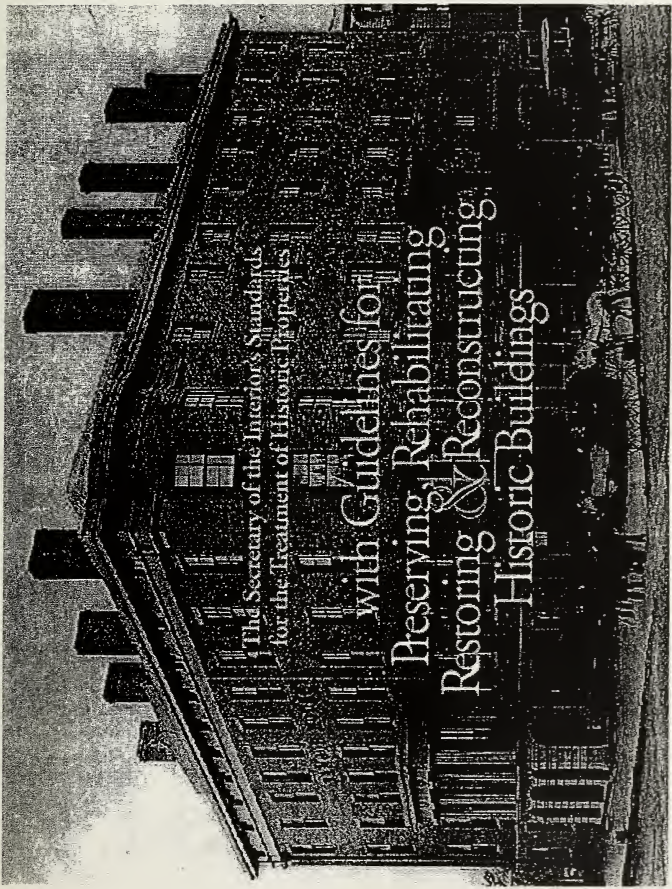
[CEQA 15064.5 (2) (A)]

CEQA

Generally, a project that follows the

Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer, shall be considered as mitigated to a level of less than a significant impact on the historical resource.

(CEQA 15064.5.(b) (3))



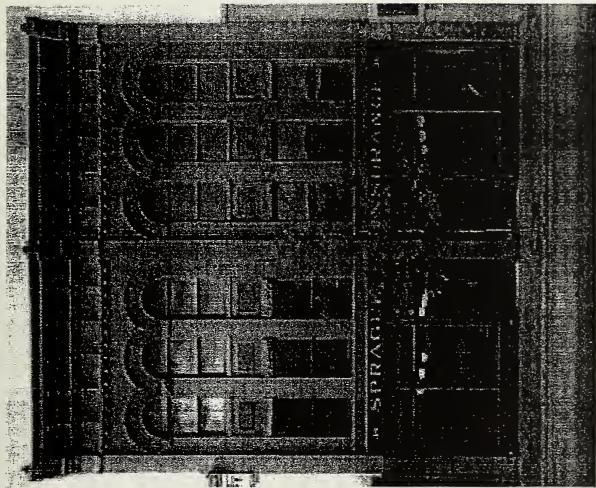
The Secretary of the Interior's Standards
for the Treatment of Historic Properties

with Guidelines for
Preserving, Rehabilitating,
Restoring & Reconstructing
Historic Buildings

- **Preservation**
applying measures necessary to sustain the existing form, integrity, and materials of an historic property.
- **Rehabilitation**
making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
- **Restoration**
accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.
- **Reconstruction**
depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.



Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
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Standards for Rehabilitation

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Preservation Briefs

Technical Preservation Services

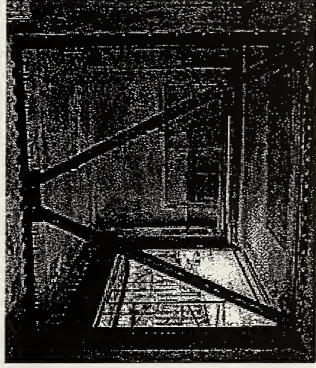


HPS

National Park Service

The Seismic Retrofit of Historic Buildings

Conserving Energy in Historic Buildings



Making Historic Properties Accessible

Heating, Ventilating, and Cooling Historic Buildings Problems and Recommended Approaches



7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- Needs of Residents
 - Existing Library
 - Proposed Project
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate
 - (Only for New Public Libraries)

PROPOSITION 14 CONSIDERATIONS

THREE APPLICATION CYCLES FOR \$350 MILLION STATEWIDE

- June 14, 2002 - \$150 million maximum to be awarded
- March 28, 2003 - \$110 million maximum to be awarded
- January 16, 2004 - all remaining funds (about \$90 million) to be awarded
- Anticipate award announcements about four months after application date

HIGHLY COMPETITIVE - October 2001 survey shows:

- Over 200 projects anticipated for total cost of \$2 billion +
- 1/2 applications in first cycle, remaining in cycles 2 and 3
- 3/4 applications for new libraries, 1/4 for remodeling
- 90% new projects are joint venture with schools, only 16 are co-located
- Only 15% of remodeling projects are in school areas with inadequate infrastructure
- 1 out of 4 applications will be funded

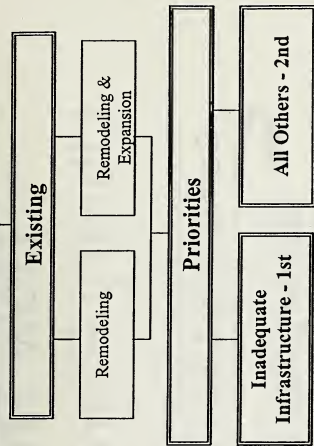
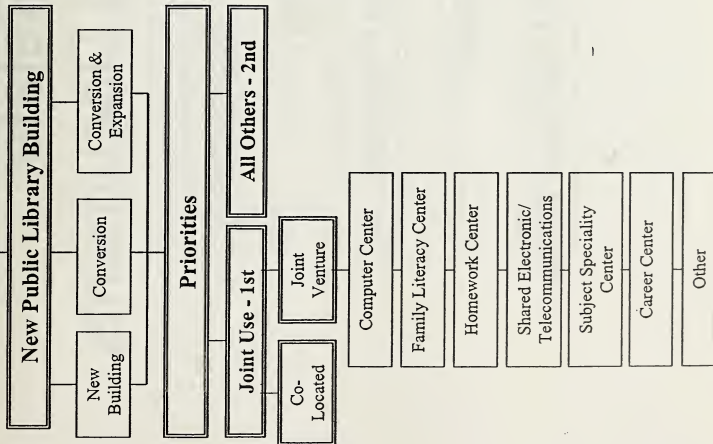
APPLICATION PROCESS VERY DETAILED

- Governed by 76 pages of detailed regulations, 29-page application

REQUIRED DOCUMENTS INCLUDE:

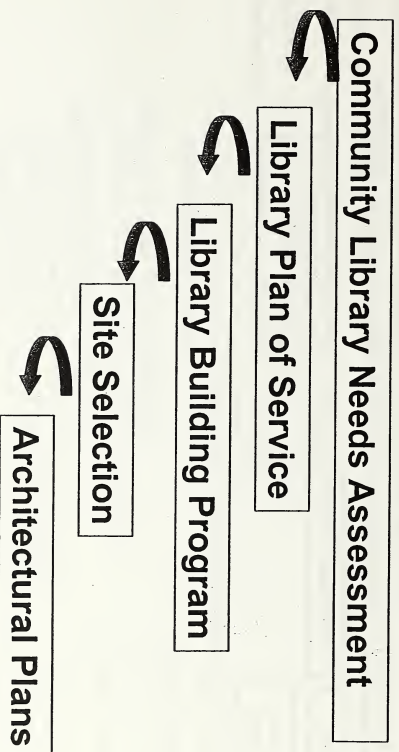
- Community needs assessment report, plan of service, building program
- Detailed information on site, appraisals and proof of marketable title
- California Environmental Quality Act (CEQA) compliance through Planning
- Conceptual drawings and elevations
- Detailed project budget outlining eligible and ineligible costs
- Board of Supervisors resolution approving application and funding availability

TYPE OF PROJECT



How They Relate...

Library Planning Documents



REVIEW OF SFPL BRANCH PROJECTS AND PROPOSITION 14 CRITERIA

NEW PUBLIC LIBRARY BUILDINGS

1st Priority – Cooperation with Public School - co-location or cooperative services

Please note: The following projects could include cooperative services with SFUSD although no specific projects have yet been discussed or determined. Regarding "0" square footage for leased branches, Proposition 14 regulations do not consider a leased facility an existing library unless the lease is 20 years or longer. The longest lease here is at Ingleside for 10 years. Square foot cost for new construction capped at \$242.

Branch	SF Increase	Neighborhood	Title/Land Issues	CEQA Issues
Glen Park	0 to 8,500	Med. diversity	Condo with no land control	Entire project is reviewed
Ingleside	0 to 6,000	Med. diversity	Site dependent	Project dependent
Portola	0 to 6,000	High diversity	Site dependent	"
Vis Valley	0 to 7,200	High diversity	Site dependent	"

2ND Priority – All other projects

Do not anticipate cooperative services with SFUSD because school in neighborhood not yet developed.

Branch	SF Increase	Neighborhood	Title/Land Issues	CEQA Issues
Mission Bay	0 to 7,758	Researching	No land owned; may be title restrictions	Entire project is reviewed

EXISTING PUBLIC LIBRARY BUILDINGS

1st Priority – Library within attendance area of public school with inadequate infrastructure for technology (connectivity is 512K bits per second (bps) or lower). SFUSD reports that all district schools have higher connectivity than 512K bps. Note: No cap on square footage cost for remodeling.

2nd Priority – All other projects - Remodeling

Please note that Park, Presidio and Sunset will have interior renovations only.

Excelsior	8,322	High diversity	Library owns	Probably not
Park	8,825	Low diversity	Library owns	Historic
Parkside	5,824	Med. diversity	Rec/Park owns	Possible
Presidio	10,205	Low diversity	Library owns	Historic
Sunset	9,434	Med. diversity	Library owns	Historic
West. Addition	7,308	Med. diversity	Rec/Park owns	Possible

2nd Priority – All other projects – Remodeling and Expansion

Note: Square foot cost for expansion of existing building is capped at \$285.

Anza	7,332 + 20%	Med. diversity	Library owns	Historic
Bayview	7,287 + 20%	High diversity	Library owns	Probably not
Bernal	8,747 + 10%	Med. diversity	Library owns	Historic
Eureka	5,610 + 25%	Low diversity	Library owns	Probably not
Golden Gate	6,259 + 20%	Low diversity	Library owns	Historic
Valley				
Marina	6,509 + 25%	Low diversity	Library owns	Rec/Park issues
Merced	5,140 + 25%	Med. diversity	Library owns	Probably not
Noe Valley	5,810 + 20%	Med. diversity	Library owns	Historic
North Beach	5,530 + 20%	Low diversity	Rec/Park owns	Possible
Ortega	5,057 + 25%	High diversity	Library owns close to SFUSD	Probably not
Potrero	5,557 + 20%	Med. diversity	Library owns	Probably not
Richmond	9,891 to 13,950	Med. diversity	Library owns	Historic
West Portal	6,786 + 10%	Low diversity	Library owns	Historic

PROPOSITION 14
SFPL PROJECTS RECOMMENDED FOR APPLICATION

Branch	Comments	Estimated Cost	65% State Funds
Cycle 1 Richmond	Largest project Diverse community	\$7,248,500	\$4,711,525
Excelsior	Renovation Diverse community	\$3,629,000	\$2,358,850
Cycle 2 Portola	New building Diverse community School cooperation	\$4,430,000	\$2,879,500
	Possible 1 st priority		
Visitacion Valley	New building Diverse community School cooperation? Possible 1 st priority	\$5,158,500	\$3,353,025
Glen Park	New building School cooperation? Land control issue	\$4,698,000	\$3,053,700
Cycle 3 Ingleside	New building School cooperation Possible 1 st priority	\$4,430,000	\$2,879,500
Bayview	Remodel/expand Diverse community	\$3,629,000	\$2,358,850
North Beach	Remodel/expand May be new bldg. School cooperation Possible 1 st priority	\$3,287,000	\$2,136,550
Ortega	Remodel/expand May be new bldg. School cooperation Possible 1 st priority	\$3,382,000	\$2,198,300
TOTALS	1 out of 4 projects funded Goal: \$10 million	\$39,892,000	\$25,929,800

These are PRELIMINARY recommendations – priority projects and application cycles may change as projects develop. May need to include additional projects to meet \$10 million goal. Possibilities include Anza, Bernal, Eureka Valley, Merced, Potrero, Western Addition.

FEB 28 2002

SAN FRANCISCO
PUBLIC LIBRARY*San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, March 5, 2002
 TIME: 4:00 PM
 PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

- | | | |
|----|--|------------|
| 1. | APPROVAL OF THE MINUTES
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of February 5, 2002.
Explanatory document: draft Minutes | ACTION |
| 2. | CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of reports on: public meetings at Bernal Branch and Richmond Branch, acquisition of Arion Bible, implementation of time-out software and WebFeat searching software, a usability study of SFPL website, LSTA Grant for homework help, the Board of Supervisors Resolution regarding Richmond Branch naming, and a March 6 meeting at Portola branch on site selection. | DISCUSSION |
| 3. | BRANCH LIBRARY NAMING POLICY
Presentation and discussion of and possible action to adopt a revision of the Library's Branch Library naming policy.
Explanatory document: draft Branch Library Naming Policy revision | ACTION |
| 4. | STRATEGIC PLAN
Presentation and discussion of the status of a current draft plan.
Explanatory documents: draft strategic plan goals and objectives, a memo on a proposed process. | DISCUSSION |
| 5. | FRIENDS AND FOUNDATION REPORT
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.) | DISCUSSION |



6. **LABOR UNION REPORT**

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. **NEW BUSINESS**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment)

ACTION

2/27/02 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

COMMISSION IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

MICHAEL HOUSH, COMMISSION SECRETARY

1/9/01



San Francisco Public Library Commission Policy Manual

Branch Naming Policy

Policy #601

Section: Facilities

Adopted: June '96

Revised:

(changes in text shown in **bold type**)

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood **where it is located** or the neighborhood it primarily serves. **This Policy enables** anyone interested in finding a **branch** library to easily ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person **or other entity** to the geographical name of a specific library may be appropriate.

To be so honored, a **person or entity must** have performed a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions **shall** be obvious and compelling, and **shall** reflect a dedication and beneficence to the library over a great span of time. **There shall be a strong consensus among that branch library's users and the surrounding neighborhood to name the library for the proposed individual or group.**

It is our intention that naming a library for a person **or entity** is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR ADDING NAME TO A BRANCH LIBRARY

1. Any members of the Library Commission or a member of the public may **submit a proposed name to be added to the geographical name of a library** in writing to the Library Commission or during public open time at any **noticed, public meeting** of the Library Commission. The proposal **shall include** extensive and rigorous research to demonstrate that the individual or **entity suggested** **meets** the stringent criteria of dedicated service and benefit to the library and all other criteria for naming set forth in this policy **statement**.
2. The President of the Library Commission, in his or her sole discretion, shall determine whether the proposal is sufficiently documented to warrant further consideration by the Library Commission. The President shall agendize proposals that appear to meet policy criteria for Commission consideration at a future duly noticed, public meeting. The Commission may hold a special meeting at the branch to be affected to solicit testimony from members of the public living in the neighborhood should the Commission decide that such a special meeting would be helpful.
3. Members of the public shall have a minimum of 90 days from the date of the meeting at which the Library Commission first considered the proposed name change to submit written comments in favor or opposed to the proposal.
4. After the expiration of the 90 day comment period, the Commission shall act on the proposal at a future duly noticed, public meeting. The Commission shall take public comment on the matter, and shall discuss, and vote on, whether the proposed name change satisfies the criteria set forth in this policy and would be in the public interest to implement. At its discretion, the Commission may refer the proposal to staff for research and analysis prior to voting on the matter. The name change shall be approved or rejected by majority vote of the Commission.

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**CRITERIA FOR ADDING A NAME TO THE GEOGRAPHICAL NAME OF
A BRANCH LIBRARY**

1. There should be a broad base of agreement on the desire for a name change **within** the neighborhood or community that is served by the branch.
2. The name change should reflect the San Francisco Public Library's mission of free and equal access to information for all.
3. The name change should honor an individual **or entity** that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.
4. In all cases the geographic name shall precede any honorific name.
5. The new name should reflect the tradition and stability of the library as an institution. The new name should avoid controversy and not promote a transitory cause, however worthy.
6. All costs associated with the name change, including staff time and material expense, should be borne by the parties desiring the change, unless the Commission finds such reimbursement, on the facts of a particular case, to be contrary to the public interest.
7. In all cases, the Library Commission shall find that it is in the public interest to adopt the name change.

Com

M. Housh 2/27/02



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STATUS UPDATE ON OBJECTIVES

SAN FRANCISCO PUBLIC LIBRARY

Comm

DRAFT

STRATEGIC PLAN

2001 – 2004

Prepared for San Francisco Public Library Commission

March 5, 2002 Meeting

Please note: status follows objectives in bold text

DIRECTION #1 - DIVERSITY

Provide services, collections and programs to meet the needs of our diverse neighborhoods so that residents can build strong, positive community relationships.

Goal: Increase the number of programs and exhibits in the branch libraries that relate the library's resources and services to the community.

Objectives:

- Feature exhibits in all branches with exhibit space.
Charrette exhibit will travel to branches.
- Present or sponsor adult or family oriented programs with themes relevant to the local community in all branches with meeting rooms.

Exhibitions and Programming staff and Main affinity centers work collaboratively to sponsor joint programming, such as Unsung Heroes and Hormel-related programming. Programs have been held at Eureka Valley, Richmond and Sunset among others.

Goal: Preserve the unique history of San Francisco's diverse neighborhoods.

Objectives:

- Initiate or expand neighborhood archiving projects to increase public access to these primary resource materials.
**Neighborhood history archives at Presidio Branch among others.
Sponsoring Shades of Ocean View project. Will develop travelling exhibition based on Shades project to exhibit at Ocean View, Ingleside and Merced branches.**
- Incorporate the digitizing of material documenting neighborhood histories.
30,000 local photos have been digitized, focusing on images of San Francisco streets and buildings.
- Establish contact with community-based organizations and explore collaborative opportunities.

Goal: Reflect the linguistic and cultural diversity of the communities surrounding the Main Library and each branch.

Objectives:

- Increase the number of current titles and number of copies of items in the browsing and popular material collection.
**Purchase additional copies of books when more than 8 reserves are placed on a title.
Purchase of multiple copies of up-to-date consumer law books in Main.
Introduction of DVD collection at Chinatown Branch in 2000/01 and expanded system-wide in 2001/02.
Purchase of computer books to meet public demand.**

DIRECTION #1 – DIVERSITY, continued

Purchase of electronic computer books to meet patron demand and assure access to these materials 24/7.

System-wide focus on buying titles in timely manner that respond to customer needs and requests.

- **Ensure and monitor that collections meet the unique needs of the neighborhoods through regular patron satisfaction surveys.**

Surveys are ongoing. Patrons indicate high level of satisfaction with staff and library services.

- **Work with affinity centers to broaden their focused collections and programming to be shared throughout the library system, as well as to involve affinity center stakeholders in service planning.**

Gay/Lesbian Center has begun community-based programming and outreach services in cooperation with Eureka Valley Branch and the Friends & Foundation.

- **Create web links addressing the information needs of diverse communities.**
Library staff work cooperatively with Librarian's Index to the Internet to provide relevant, local links to web resources.
Usability study of Library's web page by local users being undertaken in March 2002.

Plans underway to translate Branch web pages into appropriate languages, Spanish for Mission Branch, Chinese for Chinatown and others.

Goal: Develop and/or maintain branch library web pages to promote local collections and services and tie each branch to its community.

Objectives:

- **Train staff to design, develop and maintain a web page to be linked to the library's homepage.**

Web pages are mounted or in development for each branch.

- **Develop neighborhood-focused links on individual branch library web pages.**
- **Develop links focused on neighborhood institutions or related services for targeted clientele by engaging and involving community groups.**

Goal: Ensure that facilities and mobile libraries continue to meet community needs and are safe, clean and comfortable.

Objectives:

- **Complete a Branch Library Facilities Plan.**
Completed in January 2002.

DIRECTION #1 – DIVERSITY, continued

- Develop implementation strategy for Branch Library Improvement Program (Proposition A), including plans for a new branch in the Mission Bay area..
Bond program manager hired, new site selections in process, 2 sites selected, including Mission Bay, 1st Phase projects in design.
- Develop prioritized implementation plan for POE recommendations.
1st phase of renovations to be done in 2002, planning for modifications to Borrowers Services area ongoing, construction anticipated in 2003.
- Develop a comprehensive Branch Security Plan that includes material security and recommendations on staff and customer security.
Additional security officers hired and making daily rounds to branches,

Goal: Provide and maintain library services in a friendly, courteous manner, showing sensitivity to the varying needs of the community reflecting the diversity of the City.

Objectives:

- Provide library staff with on-going customer service and diversity training.
Quarterly customer service training and bi-annual diversity training offered.
Customer service complaints reduced at Main and all branches.
- Continue active staff outreach to various segments of the community to seek input about collection and service development.
Conducted focus groups, community surveys and public meetings regarding library services as part of development of Branch Facilities Plan in 2001.
- Maintain a high standard of diversity in the recruitment and hiring processes.
Ongoing priority for Human Resources.
Recruiting at all national library conferences.

DIRECTION #2 – LIFE-LONG LEARNING

Provide a broad variety of lifelong learning opportunities so residents can support their economic advancement, quality of life, community ties and full participation in society.

Goal: Maintain current and relevant collections.

Objectives:

- Consider patron requests for material an important element in purchasing decisions.
Requests reviewed and titles purchased on a weekly basis.
- Create and implement a plan for ongoing replacement of missing or damaged materials.
Missing books report printed and distributed to staff for replacements on regular basis.
Replacement lists are developed on monthly basis.
- Review branch and Main collections for use and relevancy on an on-going basis.
Branch materials non-use (items not circulated during past 3 years) is compiled and distributed to each branch as new subject lists are created.
An electronic analysis of the Main Library's collection by subject and date was done in 2000/01.
Staff is now reviewing Main Library collection strengths and weakness via a conspectus analysis, a technique used by other large public and academic libraries.
- Ensure high priority for the purchase of circulating materials.
Circulation has increased system-wide during the past 2 years due to system-wide reserves, free reserves, and greater emphasis upon purchasing high-interest materials.
- Increase the size of the audio-visual (AV) collections in the branch libraries.
Funds allocated to audio-visual purchasing has increased.
System-wide AV reserves (begun March 1, 2002) provide access to all the library's AV holdings.
DVD collections begun in all branches in 2002.
Audio-books, both abridged and unabridged, were made available to all branches in 2000/01, increased 10% in 2001/02.
- Install branch security systems to support collection retention.
New systems installed in Golden Gate, Ingleside and Parkside in 2000/01.
System planned for Park Branch in 2001/02.

Goal: Provide opportunities for San Francisco community to learn how to use the Library's catalog, databases, and Internet resources and to develop their computer skills.

Objectives:

- Prepare publications and/or online assistance for all types of users documenting how to access the Library's resources and services via the Web.

DIRECTION #2 – LIFE-LONG LEARNING, continued

Ten hands-on and 3 lectures on the Internet, Web catalog and database classes are offered per month plus 2-4 specialized database training classes at Main.

- Sponsor workshops at neighborhood associations or other groups demonstrating the Library's resources and services via the Internet.

Community Connection staff have offered training classes to several neighborhood associations.

- Increase computer training classes.

At least 15 hands-on computer training classes per month are offered at Main. Internet and Web catalog classes are also offered once a month in Chinese, Spanish, Japanese and Russian.

Public computer training lab created at Main (5th Floor) through funding from Gates Foundation.

- Promote web-based services in all library promotional material.

Provide web-based access to user accounts, renewals, reserves, catalog, databases and reference assistance.

Goal: Promote adult literacy services for under or unemployed residents and other residents who need this service.

Objectives:

- Disseminate information about literacy services at all branches.

Brochures are available at all branches and Project Read manager has made presentations to Branch and Main managers on program services.

- Expand literacy collection into all branches and enhance all collections with additional materials reflecting the diversity of Project Read's adult learners.

New collections at 10 branches and expanded collection at Main.

- Establish contacts with, and provide outreach services to all agencies involved in Welfare to Work programs.

Project Read staff have made many presentations to the CalWorks program participants about services of Project Read.

- Provide one-on-one literacy instruction to Welfare to Work participants.

Based on CalWorks presentations, several Welfare to Work participants have signed up for one-on-one instruction.

DIRECTION #2 – LIFE-LONG LEARNING, continued

Goal: Promote focused services for older adults.

Objectives:

- In order to share information about library resources and services, initiate contact with agencies in branch and Main neighborhoods that serve older adults.
Library on Wheels participated in City-wide Services Day at Veterans' Building and made contact with many agencies.
- Work with neighborhood senior centers to present programs that serve the needs of older adults.
Specially arranged computer classes have been given at Main to several local senior citizen organizations.
- Encourage use of San Francisco Public Library services and resources at each of the agencies served by the Library on Wheels.
Homebound and Library for the Blind and Print Disabled applications and brochures are regularly distributed.
- Expand current services into a comprehensive program that enables older adults/people unable to travel to the library to receive the library materials.
Homebound application revised, distributed and loaded on Library web site. Books by Mail for Homebound program ready to start July 2002.

Goal: Provide learning opportunities and information for members of the San Francisco community for whom English is not their native language.

Objectives:

- Review the 2000 census data and the demographics of non-English language speakers and readers in San Francisco by library facility service area and determine how that information should be used to influence collection development priorities.
Currently in process.
- Expand availability of English as a second language (ESL) materials at all library facilities.
Multi-media ESL materials available to all branches.
- Provide citizenship information in Spanish, Chinese and other languages.
Ethnic Services Translation Committee provides translations for library information and documents in Spanish and Chinese and other languages as needed.

DIRECTION #3 – BUSINESS INFORMATION

Support informational resources for businesses and individual entrepreneurs in order to help maintain a strong, local economy that in turn supports a healthy infrastructure such as schools, libraries, parks, arts, transportation and emergency services.

Goal: Provide resources to help educate small businesses and individual entrepreneurs on ways to build their businesses.

Objectives:

- Continue to provide Service Corps of Retired Executives (SCORE) workshops in Main Library.
Weekly sessions held by SCORE at Main Library.
Small Business Administration with which SCORE is associated refers the public to the Library.
- Provide articles on international trade and other information resources for local business publications.
- Sponsor workshops on current, relevant topics.
Several hands-on training classes and lectures were offered on Business Prospecting and Finding Info on Companies using databases and the Web.
- Create a resource guide for artists and musicians to expand their network opportunities within the San Francisco community.
Business/Technology and Art/Music web pages offer many suggestions for networking opportunities.

Goal: Serve as first referral source for businesses needing information.

Objectives:

- Increase use of Main Library's small business web site.
With the addition of Reference USA (business leads) and the City's Fictitious Business Name database to the Library's web page, many more hits are being received.
- Increase small business resources at all branch libraries.
2001/02 600 subject list included many small business titles.
On-line databases available on all pcs' provide many sources.

Goal: Provide access to necessary government information and referral services, including patent information, to individuals starting businesses.

Objectives:

- Partner with the Government Information Center (GIC) and other City agencies to provide service to the business community.
Patent & Trademark Center in GIC offers training classes on patent searches and sponsors classes by attorneys and federal patent experts for the business community.

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DIRECTION #3 – BUSINESS INFORMATION, continued

- Develop web site links to government information of interest to the new entrepreneur.
Both the Business/Technology and GIC web pages have many links of interest to an entrepreneur.

Goal: Expand and promote existing business collections and services.

Objectives:

- Outreach to business associations' meetings or functions to promote library services to members.
Business/Technology staff have attended City-sponsored Small Business Forum, Chamber of Commerce special events and are making contact with the SF Renaissance Center for new entrepreneurs.
- Provide library information for inclusion in associations' mailings.
- Create and produce an attractive brochure for distribution in the Main Library and branches to promote Library business resources and services.
In process of redesigning and expanding the Business Services and the Small Business brochures. Both older versions on web site.

Goal: Provide employment and career information for a changing workforce.

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Objectives:

- Sponsor monthly workshops on using the Internet for job and career information.
Jobs and Careers librarian offers twice a month hands-on training on how to find a job using Internet resources.
- Provide individual or group counseling on vocational and career information available in the library.
By appointment, the Jobs and Careers librarian provides tours and information to groups and individuals on the resources available to the public
- Provide an annual workshop on career choices for artists, musicians and performers, co-sponsored by Art/Music and Business/Technology Departments.
Twice a year staff provide training to Art Academy students on resources of the Library including career information.

DIRECTION #4 – SERVICES FOR YOUTH

Provide equitable educational services and resources for San Francisco youth to augment their formal education, thus enabling them to get jobs, remain in San Francisco and further their own goals.

Goal: Expand partnerships with kindergarten - 12 schools.

Objectives:

- Continue to sponsor the Library's Teacher Institutes, providing teachers and school librarians with information on the Library's electronic resources.
Two Institutes have been given in 2000 and 2001. Two scheduled for 2002.
- Expand the Kindergarten Card Project to independent and parochial schools
This is being done on a branch by branch basis.
- Continue to include materials selectors from San Francisco Unified School District (SFUSD) in the children's and teen's materials selection meetings during the school year months.
SFUSD staff are invited to each monthly selection meeting.
- Initiate a Library School Services Corps to focus on library-school partnerships and cooperation.
Supported by LSTA grant in 2000/01 and 2001/02.
- Meet annually with the SFUSD to discuss adaptive technology issues for students with disabilities.

Goal: Support youth in making their college and career choice decisions.

Objectives:

- Add new college and career materials in each library facility.
Completed through High School and Beyond project.
- Provide information on these materials and resources to teachers, counselors and/or parents. Completed through High School and Beyond project.
Completed through High School and Beyond project.
- Promote these materials and resources through Teen Advisory Council (TAC) members.
TAC members distribute program information at their high schools.
- Form a partnership with San Francisco College Access Center to provide college information at the Main Library and programs in designated branches.
College Access Center in place at Main Library.

Goal: Expand services to increase literacy and to provide homework support.

Objectives:

- Develop curriculum-based pathfinders.
Done based on teacher request through School Services Corps program.

DIRECTION #4 – SERVICES FOR YOUTH, continued

- Expand and/or reorganize homework related web site links.
Links are added on an ongoing basis by a committee of children's librarians. An online Homework Help program is being tested at 8 locations with 2 more planned through LSTA funding.
- Develop or update bibliographies specifically related to SFUSD curriculum and distribute to relevant teachers and their students.
Middle School Outreach program has developed 4 bibliographies of historical fiction to meet SFUSD assignment needs.
- Expand after school tutorial/homework assistance program to additional branches.
Initiated on-line tutoring in 2000/01 and tutor.com interactive homework service in 2001/02.
- Create bibliographies to support home schooling.
"Evaluating Web Sites" guide produced which is relevant to these users.

Goal: Expand support for early childhood care-givers/educators.

Objectives:

- Develop professional collections at several library locations.
Resources on child development and working with young children purchased.
- Provide professional development workshops for care-givers.
An annual workshop is provided for care-givers.
- Develop a plan for preschool curriculum support.
Project Read has contacted several Head Start agencies and has spent time with staff and students talking about literacy.

Goal: Encourage a life-long love of reading.

Objectives:

- Expand teen leisure reading collections.
Teen materials budgets have doubled in the last 3 years.
- Develop web site where youth share reviews of books.
- Produce bookmark style booklists on popular subjects and support access to those materials through multiple-copy purchasing throughout the system.
Booklists created on popular topics, and multiple copy purchases.
- Establish a Families For Literacy program.
Established in 2000 with a part-time Project Read staff member. Monthly workshops held for families in Project Read computer lab, with children receiving books.

DIRECTION #5 – BARRIER-FREE ACCESS

Provide barrier-free access to all library services, including accessible facilities and materials, so that members of the disabled community can participate fully with the rest of society and be independent and self-reliant.

Goal: Improve access to information and materials to people with disabilities.

Objectives:

- Ensure that all building signage is ADA-compliant.
Key priority in Main signage revisions and branch signage planning.
- Include talking signs in any new construction or library renovation.
At Ocean View and plans included in Branch Facilities Plan.
- Make major exhibits more accessible through audio-taped tours and other appropriate formats.
- Make permanent art installations accessible to the visually impaired.
- Increase the large-print titles available to branches.
Children's large-print books were purchased for the 1st time in 2001.
Rotating large-print collections provided to branches.

Goal: Improve outreach to people with disabilities.

Objectives:

- Integrate disability issues in standard lectures/programs (eg. Job/Careers; Travel; etc)
- Provide library forms & informational materials in large print and online.
Forms are provided online and in large-print for Homebound applications, Library for the Blind and Print Disabled services and the Books by Mail test program.
- Provide training workshops and tours for advocates and service providers serving person with disabilities in library use and services.
Access Services Manager provides peer-to-peer counseling and tours for libraries around the world and at conferences.
- Make local and national newspapers accessible to visually impaired patrons.
Being accomplished through Access News program. More than 300 people have signed up with access to 48 newspapers.

DIRECTION #5 – BARRIER-FREE ACCESS, continued

Goal: Improve ability of staff to serve people with disabilities.

Objectives:

- Provide regular staff training on serving patrons with disabilities.
Every 2 years provide a system-wide workshop by specialized trainers – over 1/3 of the staff have attended.
Emergency response training given by Access Services Manager on evacuating patrons with disabilities and special signs made.
- Train staff members to assist patrons with disabilities in the use of adaptive technology.
Access Services manager trained staff on all floors in Main.
- Establish a corps of volunteer facilitators to assist patrons with disabilities in the use of the library, including its assistive technology.
- Provide direct access to audio-books and descriptive videos at any branch.
Audio-books are available in all branches.
With AV reserves, descriptive videos will be able to be sent to any branch from the Library for the Blind.

Goal: Develop access for people with disabilities to the Library's computer resources.

Objectives:

- Train people with disabilities to use the Library computers and Internet.
Current LSTA grant with RCH Inc. (Recreation Center for the Handicapped) to train their clients to use computers and the Library.
Library for the Blind provides one-on-one training in computer use to their users.
- Provide computer workstations on each Main floor, in each branch and in all public computer training labs that are easy to locate, accessible and user-friendly for people with disabilities.
Main Library and Main 5th floor training room have ADA computer workstations with people-friendly software loaded.
- Provide assistive technology (large print, voice output) in resource branches.
Included in equipment lists for new and renovated branches.

DIRECTION #6 – INFORMATION ABOUT OUR CITY

Provide in all of its facilities (neighborhood branches, the Main Library and mobile libraries) information about City services and resources in major languages and accessible formats for all San Francisco residents to enable them to fully enjoy and participate in the life of the City.

Goal: Integrate the Community Connection database and service as a vital part of the Library's service to the public. The Community Connection is an information and referral (I&R) database that contains information about all types of community services provided in the Bay Area.

Objectives:

- Ensure that Community Connection staff and Main and branch staff exchange information about and strengthen relationships with neighborhood community organizations.
Community Connection staff has conducted training sessions for all staff and many City agencies, especially the Commission on Aging and Adult Services.
- Publicize the Community Connection service throughout the Library system and to the Library's media contacts.
Guide to using the Community Connection has been widely distributed and is also online on our web site.
- Train staff and service providers to use the Community Connection database to assist individuals and make appropriate referrals.
Community Connection staff provided information for children's librarians, Branch Managers and Information Services meetings for better referrals.
- Provide subject access to the Community Connection database in Spanish.
Recruitment for bi-lingual library school student volunteer is underway to start this project.
- Provide an e-mail link from Community Connection database to Library reference service.
A suggestion box link is forwarded to Community Connection online reference service.

Goal: Expand the scope of library services both citywide and regionally.

Objectives:

- Serve as a partner in the development of a regional information and referral website providing access to and from communities outside San Francisco.
SFPL staff on California advisory board for the new 211 service (I&R).

DIRECTION #6 – INFORMATION ABOUT OUR CITY, continued

- Develop a plan to increase the use of the library as an I&R resource among community organizations and agencies included in the Community Connection database, including the training of service providers in San Francisco.

SFPL staff serving on a City-wide 311 advisory board to help local governments provide information.

Goal: Support meaningful dialogue between residents and City officials.

Objectives:

- Expand Civic Conference program to increase contact between youth and their public officials.
Program is being expanded to SFUSD continuation high schools.
- Increase the number of branches serving as neighborhood City Halls.

DIRECTION #7 – INFORMED ELECTORATE

Provide and enhance services, collections and programs for San Francisco residents to encourage the development of an informed electorate and provide a venue for the discussion of City-wide issues.

Goal: Provide a forum for discussion of public policy issues.

Objectives:

- Provide space for community organizations to hold meetings to discuss public policy issues of interest to all San Franciscans.
Meeting rooms at Main and other branches host a wide variety of community meetings on public policy issues.
- Sponsor public policy programs or debates.
**Library cosponsors League of Women Voter candidate and issue debates.
Work with CityWatch to record debates for airing on Channel 26.**

Goal: Provide materials and services that lead to an informed electorate.

Objectives:

- Establish links to sites featuring candidates and information on ballot measures for all elections.
Completing LSTA grant that provided for digitization of SF voter pamphlets and mounting on web so that they could be searchable.
- Provide voter information online and at every library site for all elections.
Links on Library's web site provide information from local, state, federal and non-profit organizations.
- Provide voter information in audio and other formats for the blind and visually impaired.
National Library for the Blind in connection with California State Library provides audio-tapes for the blind and visually impaired.
- Provide maps and other relevant information about Supervisorial Districts at every branch library within each district.

Goal: Present exhibitions in the branches and Main which promote dialogue and foster a better understanding of City-wide issues.

Objectives:

- Prepare exhibits, at branches and throughout the Main Library, which provoke thought, encourage public debate and lend various points of view on topics of current interest related to individual neighborhoods and the City as a whole.
Co-sponsoring SPUR exhibit on City General Plan.

DIRECTION #7 – INFORMED ELECTORATE, continued

Goal: Create a municipal archives center in Brooks Hall.

Objectives:

- Centralize archival material from parts of the Main in Brooks Hall.
 **San Francisco History and Gay and Lesbian archives are centralized.
 Planning for centralization of other collections.**
- Create a plan for digitization of city documents.
 **Voter pamphlets have been digitized from the 1st election in California to
 the present.**
- Create a plan for physical and bibliographic access to archives.
 **Developing plan as part of POE renovations and identification of potential
 uses for Brooks Hall.**

DIRECTION #8 – ACCESS TO RESOURCES

Provide equitable access to resources so that all residents can meet their individual needs at the access point of their choice.

Goal: Improve patrons' electronic access to library resources.

Objectives:

- Upgrade branches' infrastructure to support graphic terminals available to the public.
T-1 lines from the Main to all branch libraries are installed.
Electrical assessments of all branches have been completed and most branches have had some needed electrical upgrades done.
By 2002/03 PCs will have replaced text-based terminals in all branches whose infrastructure can support the added electrical load.
- Provide graphic terminals at every reference and circulation desk.
In process for 2001/02 and 2002/03.
- Provide ILL/reserves/requests/renewals online to anyone with access to a computer.
Reserves, requests and renewals available online with ILL forms in planning.
- Provide online access to Bay Area/Region II information resources.
Links to Golden Gateway Library Network on SFPL catalog.
Librarians working with Librarian's Index to the Internet to create locally relevant links.
- Provide user-friendly access to the Library catalog, databases, and the Internet.
Spanish-language version of the Library's web pages and catalog is available and a Chinese-language version is in process.
WebFeat, a search engine that searches across all and selected databases, web pages, catalogs, etc. will be installed by the end of 2001/02.
Library has added cover art and reviews to book titles in catalog.
Library will undertake a Usability Study to evaluate how patrons use electronic resources.
- Provide express check-out systems at all branches.
Systems installed at Main, Mission and Chinatown and planned for all other branches as part of library and bond program.

Goal: Improve delivery of materials without patron need to visit each owning facility.

Objectives:

- Establish system-wide reference referral network.
- Provide a system for more timely delivery of ILL and documents.
- Make selected audiovisual materials available for reserve and intra-library loan.
AV reserves initiated March 2002.

02
DIRECTION #8 – ACCESS TO RESOURCES, continued

- Develop program for branches to borrow Main or branch reference materials for in-house use.

Program developed by Reference Committee and currently in place.
Also initiated free reserves and universal returns – ability to return any type of material at any SFPL location.

Goal: Increase users' and staff's comfort and skill in using library technology.

Objectives:

- Increase in-house use of library's electronic resources.
Staff teaches users how to search web catalog and online databases daily.
- Provide formal individual and group patron instruction at each resource branch.
Formal training provided at Sunset Branch.
- Conduct annual needs assessment of staff technology competencies to use as basis for technology training plan.
Done as part of annual training survey.
- Increase the number of hours when remote access to the library's home page is available.
Remote access is available 24/7.

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Goal: Increase access to library resources in languages other than English.

Objectives:

- Identify staff members with speaking and writing ability in other languages.
Completed survey of staff language facilities and list is on staff web site.
- Provide Spanish-language version of online catalog and Library-created databases.
Online catalog is available in Spanish and Chinese.
- Display non-Roman characters of other languages, such as Chinese and Japanese, in online catalog.
Proposal for new ILS system includes non-Roman character display requirement.
- Publish library information in Chinese and Spanish and make available online, adding Vietnamese, Japanese, Russian, Tagalog and other major language translations in future years.
Prior priority is for publication of all materials in Spanish and Chinese.
In compliance with Equal Access Ordinance, Library is translating most widely used customer forms and handouts into languages most reflecting the diversity of the community.

Please note: The Library's Technology Plan also has information regarding goals and planned activities to support technology enhancements for public and staff benefit.





DRAFT

San Francisco Public Library Commission

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DOCUMENTS DEPT.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

MAR 18 2002

Draft Minutes of the regular meeting of Tuesday, March 5, 2002

SAN FRANCISCO
PUBLIC LIBRARY

The San Francisco Public Library Commission held its regular meeting on Tuesday, March 5, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:07 PM by President Higuera.

The following members were noted present: Commissioners Coulter, Higuera, Steiman, and Swig. Commissioners Bautista and Streets were excused attendance.

Commissioner Chin joined the meeting at 4:10PM.

AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 5, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE FEB. 5, 2002 MINUTES

An anonymous member of the public commented on the Commission meeting on Election Day, and noted that a public comment summary had been included on the Library's website. The anonymous member of the public found the Minutes misleading. Mr. Ed Regan found his comments accurately reported. Mr. Peter Warfield observed that it was unfortunate that the Commission was meeting on Election Day. Mr. Warfield found that the Minutes had both high and low points but contained many generalities and few specifics, citing several examples of discussions that were not fully reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE FEB. 5, 2002 MINUTES

MOTION: by Commissioner Steiman, seconded by Commissioner Chin for approval of the Minutes of February 5, 2002.

ACTION: AYE 5-0 (Chin, Coulter, Higuera, Steiman, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth informed the Commission about two community meetings held at the Bernal Heights Branch Library on January 22, and February 23rd to discuss the building's exterior mural. The City Librarian reported that staff was recommending Richmond Branch application be moved back to the 2nd phase of Prop. 14 (State Library Bond) applications after reporting on a community meeting held at the Richmond Branch Library to discuss the preliminary architectural schemes. Ms. Hildreth noted that the community had offered many suggestions and good ideas and postponing the Prop. 14

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application would allow more time to fully consider and develop a design that met community needs. The City Librarian announced purchase of the Arion Bible for the Library's Stern Collection on the History of Printing. Ms. Hildreth discussed the special characteristics of this book, reporting that it would be available for viewing in Book Arts and Special Collections. The City Librarian next discussed new Internet access management tools, Time Out software and WebFeat that could become available to library patrons in May or June. The City Librarian reported that a usability study of the Library's website was being undertaken and announced receipt of an LSTA grant to expand the tutor.com online homework help program to the Excelsior and Bayview Branch Libraries.

Ms. Hildreth then informed the Commissioners that the Board of Supervisors had passed a Resolution requesting that the Library Commission rename the Richmond Branch Library in honor of the late State Senator Milton Marks. The City Librarian reported to the Commission concerning a 7PM March 6th meeting on site selection for the new Portola Branch Library and noted that this matter might soon come before the Joint Board of Supervisors/San Francisco Unified School District Committee. The City Librarian reported that she had learned of a series of community meetings after the posting of the agenda. She reported that a Mission Bay community meeting would be held at 7PM on March 18th at 255 Channel Street, a Presidio Branch meeting at the branch library at 7PM on March 20th, and a Excelsior Branch Library meeting at the branch library on March 23rd.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that the Library had previously acquired a fine printing Bible for its collection and lauded addition of the Arion Bible. This person then noted that the virtue of time out software was that users were kicked off when their time was finished but that was of concern as well. The anonymous member of the public suggested that the Commission's discussion of the Board of Supervisors Resolution that they honor Senator Marks was not timely as the Board had already adopted the Resolution by a 10-0 vote and the Library Commission had not yet addressed its Branch Naming Policy. Mr. Jack Coll, a retired librarian, asked if there would be an opportunity to comment on the discussion held at the Richmond Branch Library, noting that he wished in particular to address remarks made by library consultant Dallas Shafer. Mr. Peter Warfield commented that plans for the Richmond Branch Library had been presented to the community before they were available to the Commission. Mr. Warfield referred to an article in the "Richmond Review" that indicated community concerns about the proposed designs. Mr. Warfield also expressed concern with the Library's use of both the time out and WebFeat software finding the former rude and unnecessary and the latter possibly confusing for patrons. Mr. Timothy Gillespie expressed concern with the proposed use of time out software, found the presentation on it lacking in details, and proposed that the Commission delay its going forward. Mr. Gillespie also found the proposal to name the Richmond Branch Library getting the cart before the horse without Commission action on its naming policy.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Commissioner Coulter recalled that a fine printed Bible had been part of the Library's

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"Prides & Joys" exhibit featuring materials from the Library's collections. Commissioner Coulter requested that the Commissioners receive a copy of the "Richmond Review" article. Vice President Steiman noted that the Commission would be listening to community comments on the branch projects and requested more information on the time out and WebFeat software. In response to questions by Vice President Steiman, Roberto Esteves, Library Chief of Information and Resource Management provided the Commissioners with an overview of the proposed usability study of the Library's website. In response to further questions by Vice President Steiman, Mr. Esteves identified Allison Head as the consultant working on the study.

The Commissioners then discussed various issues raised by the Board of Supervisors Resolution suggesting that the Commission re-name the Richmond Branch Library in honor of the late State Senator Milton Marks. Deputy City Attorney Catharine Barnes informed the Commissioners that the revised City Charter granted the Board of Supervisors authority to designate names for branch libraries if they choose to do so. Commissioner Chin suggested that the Board of Supervisors adopt a general City Policy regarding naming buildings.

President Higuera, citing the experiences with the murals at the Bernal Heights Branch Library and the Youth Guidance Center, queried the City Attorney regarding the issues that the Library might face in address such matters. In response, Ms. Barnes briefly outlined the state and federal laws regarding removal of art works. President Higuera commented that such murals could pose complex problems.

AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Deputy City Attorney Catharine Barnes described the various minor changes that she had made in the existing Naming Policy in order to bring it up to date with the Commission's current organizational structure. Ms. Barnes noted that the policy itself was not much changed.

Public comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

An anonymous member of the public found addressing this matter putting the cart before the horse, observing that the current policy had been the result of situation of another naming issue being brought to the Commission. This person suggested that such namings were inherently controversial, denoted favoritism, and that no library should be named for anyone within 50 years of their death. The anonymous member of the public commented that naming a building might not be best for the Library and that the Library must always present itself as absolutely public. Mr. Ed Regan commented that only three branch libraries were named for individuals and that while Sen. Marks was deserving, he believed it best that the Library secure a person's permission to use their name before their death. Mr. Peter Warfield found it odd that the Board of Supervisors should ask the Commission to rename a branch library. Mr. Warfield also noted that it was difficult to understand the proposed changes in the policy without having access to a copy of the current policy. Mr. Warfield commented on the use of the word entity, suggesting that it opened a door to commercialization, and recommended that such a honor be limited to those long dead.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Ms. Sue Cauthen commented that she was unfamiliar with Senator Marks' work for libraries, that the community should be consulted, and that while the Board of Supervisors favored it there were supporters of the Library such as Mary Louise Stong whose contributions merited recognition. Mr. Timothy Gillespie commented that he had problems with the policy, indicated that the changes were poorly identified and difficult to understand, and suggesting that Senator Marks might be a historically transitory figure and proposed that the policy be taken back and revised.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Commissioner Coulter commented that the Board of Supervisors Resolution posed difficult questions for the Commission suggesting that naming a branch library merited careful consideration. Commissioner Coulter observed perhaps waiting a number of years to understand if a proposed honoree's contributions stood the test of time should be considered, noting that the three previous instances of naming branch libraries were for uniquely significant individuals. He pointed that the one (Anna Waden) had paid to build the branch, another (Sally Brunn) was for decades a major volunteer and contributor, and the other (Harvey Milk) was an assassinated community leader. Commissioner Coulter recalled the decades of volunteer support for the Library that the late Mary Louise Stong had provided as the model of volunteer leadership for libraries used to set the standard. Commissioner Coulter noted that in an important sense public officials were just doing their jobs in supporting public institutions like libraries. Commissioner Coulter suggested that the Library seek a reasonable way to not only recognize supporters and contributors to the libraries but also neighborhood heroes and honor them as well in its branch libraries. Vice President Steiman recalled that adoption of the previous naming process had been a lengthy and considered attempt to preserve readily identifiable geographic designations with appropriate recognition for important neighborhood figures as was done at the Parkside Branch. Vice President Steiman noted that while naming for foundations was appropriate, she did not favor using corporate names. In response to questions by Commissioner Swig, Ms. Barnes clarified that her purpose in using the term entity was merely to substitute it for a variety of unspecified terms used in the previous policy. Commissioner Chin expressed frustration that the final decision on this matter did not rest with the Commission and suggested that the Board of Supervisors set a policy on this issue. President Higuera emphasized that the neighborhood branches belonged to the people of the community and that there must be a clear groundswell of community support for a naming reflecting the acclaim of the neighborhood. He observed that this decision should only be made after clear evidence of public support in community meetings and from neighborhood associations. There followed an extensive discussion among the Commissioners emphasizing: that naming must be a rare honor; it be considered after an appropriate period of time has passed to reflect on an individual's contributions; that alternative means of recognition for neighborhood and community leaders should be developed; and that one role that branch libraries should fulfill is to continued to be the repository of the history of their neighborhoods. The item was tabled and Vice President Steiman suggested that staff prepare alternative proposals to address issues and concerns raised during the discussion and bring them back to the Commission.

AGENDA ITEM #4 STRATEGIC PLAN

City Librarian Susan Hildreth provided the Commissioners with an extensive overview of the issues addressed and process being used to develop a new strategic plan (copies attached). Ms. Hildreth noted that 113 of 127 identified objectives of the previous strategic planning process on which progress had been demonstrated. The City Librarian reported that the Library had been using the concepts developed in the previous strategic planning process as a guide in further improving and sharpening the focus of the issues addressed and steps proposed in the current process using the revised and updated Public Library Association (PLA) Planning For Results model. Ms. Hildreth called particular attention to the achievement of goals identified in the seven directions and on goals such as addressing diversity issues and increasing collections to reflect what materials patrons wanted. The City Librarian reported in detail on steps taken to address needs in each of the various services areas identified in the previous strategic planning process. The City Librarian then discussed the modified approach taken in the revised Planning for Results process and outlined a proposed process that would involve the Commission, library staff, and interested members of the public in a focused process leading to development of a new Strategic Plan.

Public comment on AGENDA ITEM #4 STRATEGIC PLAN

An anonymous member of the public commented that the Commission had an opportunity to show leadership and should take a guiding role to fulfill its mandate. This individual observed that it would have been more satisfactory if the Commission had approved a strategic plan. Mr. Ed Regan remarked that he had visited several branch libraries and found the teen collections inadequate. Mr. Regan suggested that changes be made to make information on choices available to both college bound and non-college bound young people such as information on the Conservation Corps or on military service options. Mr. Regan also suggested making Bay Area College catalogs available. Mr. Peter Warfield expressed concern that the Library had been following a strategic planning model without its having been approved by the Commission. Mr. Warfield found some good accomplishments but noted that there was a great deal of patron dissatisfaction. Mr. Warfield requested documents related to topics discussed by the City Librarian be provided.

Commission comment on AGENDA ITEM #4 STRATEGIC PLAN

In response to questions about the proposed strategic planning process by Commissioner Swig, the City Librarian outlined ways in which the process could be carried out to resolve her concerns. President Higuera noted that the Strategic Plan would be a launching point and that it would be important to keep focus and complete a plan by the end of the year. Commissioner Chin suggested that some objectives could be made broader and others subsumed simplifying the plan and making it more understandable. The City Librarian noted that the Strategic Planning Committee on which two Commissioners would serve would be a passive meeting body.

President Higuera called for a brief recess at 6:04PM

The Library Commission returned to session at 6:13PM

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation reminded the Commissioners of the Friends and Foundation's Annual Library Laureates Dinner and then introduced its new Executive Director Martin Gomez. Mr. Gomez spoke about his hopes for an effective partnership working to improve the Library. Mr. Gomez concluded with a brief summary of his professional background as a librarian, former Director of the Brooklyn Public Library, the Oakland Public Library, and now returning the Bay Area to take this new challenge.

Public comment on Agenda Item #5 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public commented that they were gratified to hear mention of history, made a reference to the maritime tradition of captains going down with their ships, and congratulated Mr. Gomez wondering if he had been fully informed about the organization that he was to lead.

Public comment on Agenda Item #5 FRIENDS AND FOUNDATION REPORT

Vice President Steiman and Commissioner Coulter welcomed Mr. Gomez and expressed the appreciation of the Library Commission to Ms. Adam for her dedication and hard work while serving as Interim Executive Director of the Friends and Foundation.

AGENDA ITEM #6 LABOR UNION REPORT

None offered.

AGENDA ITEM #7 NEW BUSINESS

None offered.

Agenda item #8 PUBLIC COMMENT

An anonymous member of the public discussed the academic underpinnings of The Ugly American found in the Management Science work of Douglas McGregor. This person spoke concerning the concept of institutions having a corporate culture and identified how they functioned as hierarchical or non-hierarchical. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week. Mr. Peter Warfield called for uniform public service hours and more hours. Mr. Warfield then discussed his concerns with the ILS (Integrated Library System) RFP (request for proposals) suggesting that the documents did not meet legal requirements, that there was no justification of need, and that the old system could continue to be used or adapted. Mr. Warfield also expressed concern with the lack of competitive bids.

AGENDA ITEM #8 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE 5-0 (Chin, Coulter, Higuera, Steiman, and Swig)

The meeting was adjourned at 6:28PM.

Michael Housh, Commission Secretary 3/12/02

The number of members of the public who spoke anonymously at this meeting. 1

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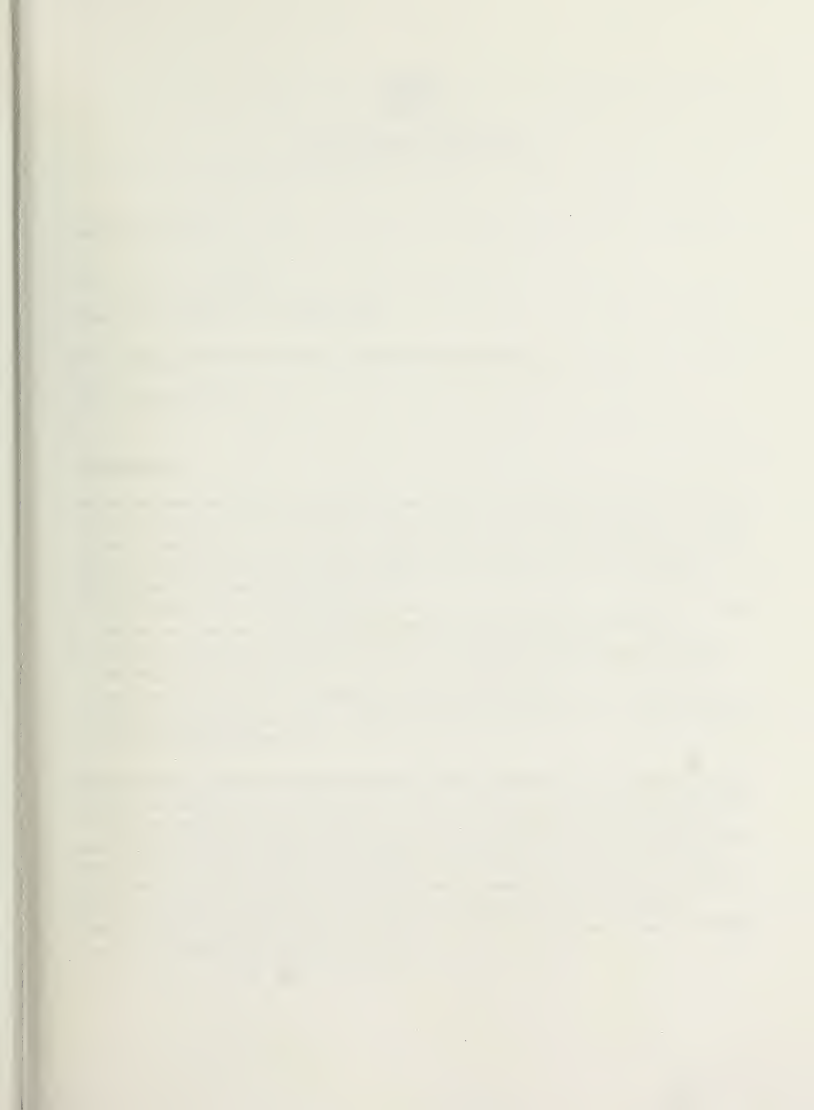
Minutes of the regular Commission Meeting of March 5, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1





San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

To: Library Commission

From: Susan Hildreth, City Librarian *SH*

Re: Suggested Process for Library Strategic Plan Development

Date: March 5, 2002

Background

Before the Commission this evening is the *Status Update on Objectives – San Francisco Public Library Draft Strategic Plan 2001 – 2004*. In preparing this status update, staff was very proud of their accomplishments. The draft plan contains 127 objectives. Some action has been taken on 113, or 89%, of the objectives. Also, in gathering status information and reviewing the previous process, we had some key realizations:

- There were too many directions, goals and objectives incorporated in the draft plan. We need to focus our resources on key priorities in order to make significant achievements.
- We chose to select directions that were not service roles developed through the *Planning for Results* work. This did not allow us to compare achievements with other libraries or measure what we were accomplishing by any pre-tested measures.
- The planning process was seen by some as a closed process; and we want to insure that this process is clearly an open one.

Several members of the staff attended a training in December on the *New Planning For Results*, which streamlines the process used previously. Many libraries around the country have used the *Planning for Results* framework; and the revised version, which incorporates feedback from many of these processes, suggests a fairly aggressive timeline and schedule to develop the plan. Because the environment of the City and Library, i.e the passage of Proposition A and other library customer service initiatives, has changed since the work was begun on the current draft plan in 1998, staff recommends that we initiate a new planning process. We anticipate identifying a facilitator to assist us in the process, particularly in structuring the public meetings to accomplish needed work and to be successful.

Proposed Timeline and Workplan

March - April 2002	Provide status report for Commission on current draft plan. Explain process for adopting new plan. Request expressions of interest for Commissioners who would be interested in serving in a lead capacity for new planning efforts.
May - June 2002	City Librarian creates Planning Committee and selects members to include representatives of various stakeholder groups, City departments, two Commissioners, and Library staff. Staff gathers information and materials needed for Planning Committee work.
July 2002	1 st Planning Committee meeting – community visioning and preliminary selection of 5-7 library service priorities. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
August 2002	Commission discusses Planning Committee's preliminary service priorities as an agenda item at a Commission meeting. Staff develops strength/weakness/opportunity/threat (SWOT) analysis for library service priorities.
September 2002	2 nd meeting held with Planning Committee to review Commission's response and staff's work on SWOT analysis. Committee revises selection of library service priorities and identifies target audiences. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
October 2002	Commission discusses Committee's revised selection of library service priorities as an agenda item at a Commission meeting. Library staff develops activities, identifies resources needed for priorities and preliminary plans to obtain resources. Revised service priorities are used in 2003/04 budget preparation.
November 2002	3 rd meeting held with Planning Committee to present draft final plan. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
December 2002	Plan presented to Commission as an action item on a Commission meeting agenda. Library Staff develops communication and implementation strategies based on adopted plan.

THE NEW PLANNING FOR RESULTS

LIBRARY SERVICE RESPONSES

BASIC LITERACY: A library that offers BASIC LITERACY service addresses the need to read and to perform other essential daily tasks.

BUSINESS & CAREER INFORMATION: A library that offers BUSINESS & CAREER INFORMATION service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

COMMONS: A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

COMMUNITY REFERRAL: A library that offers COMMUNITY REFERRAL addresses the need for information related to services provided by community agencies and organizations.

CONSUMER INFORMATION: A library that provides CONSUMER INFORMATION service helps to satisfy the need for information that impacts the ability of community residents to make informed consumer decisions and to help them become more self-sufficient.

CULTURAL AWARENESS: A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

CURRENT TOPICS & TITLES: A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

FORMAL LEARNING SUPPORT: A library that offers FORMAL LEARNING SUPPORT helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

GENERAL INFORMATION: A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

GOVERNMENT INFORMATION: The library that offers GOVERNMENT INFORMATION service helps satisfy the need for information about elected officials and governmental agencies that enable people to participate in the democratic process.

INFORMATION LITERACY: A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

LIFELONG LEARNING: A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

LOCAL HISTORY & GENEALOGY: A library that offers LOCAL HISTORY & GENEALOGY service addresses the desire of community residents to know and better understand personal or community heritage.

SERVICE RESPONSE: CURRENT TOPICS & TITLES

Example of Needs Addressed by this Service Response

A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

What the Library Does and Provides

The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want and will be selected primarily on the basis of local demand. The library's collections will be organized in ways that make items easy to find and will be merchandised to the public through the use of displays and display shelving. Staff knowledgeable of the content of best-selling titles and the style of popular authors and performers will offer expert guidance to the public. The library will monitor pre-publication review sources and publisher advertising campaigns in order to anticipate public demand. The library may track personal appearances, media appearances, publicity tours of authors, and the schedules and media reviews of artist's performances for the same reason. The library may offer programs such as book talks, book signings, performances, and exhibits that promote current and forthcoming releases.

Some Possible Components of Current Topics & Titles Service

- Book talks
- Author book signings
- Reader's advisory services
- Preview stations for videos and recordings
- Display shelving
- Drive through check-out and/or return

Target Audiences & Service Aspects

Target Audiences: CURRENT TOPICS & TITLES can be targeted to the general adult public as well as to other age groups such as young adults children.

Service Aspects: A library could choose to narrow the scope of this service by offering a current popular collection of materials in a particular format such as video.

Resource Allocation Issues to Consider

Staff: Staff providing CURRENT TOPICS & TITLES service need to be knowledgeable about popular culture and literature. Staff will need to spend a significant amount of time keeping current with what's *in* and what's *out*. Staff members should have broad personal interests and should frequently read, view, and listen to the types of materials the public is demanding. Skill in marketing and merchandising, including public relations, is an asset.

Collection/Information Resources: Popular demand is the primary criteria for the collection that supports CURRENT TOPICS & TITLES service and, consequently, the collection should reflect library user preferences. Non-fiction and fiction titles, paperbacks and hardbound books, popular magazines and non-print materials such as video and audio formats should be provided. Libraries may offer CD-ROMs, multimedia kits, puppets, and computer games. Quantities of popular titles in all formats should be sufficient to make the library a dependable source of high demand items.

Facilities: Display shelving, display end panels, and other furnishings that allow for the effective merchandising of materials should be provided. Broad aisles that encourage browsing should be a standard design feature. A pleasant atmosphere should be created by providing comfortable chairs and excellent lighting. Innovative approaches to creating unique environments such as coffee bars should be considered.

Technology: Computers can assist staff in providing a high level of reader's advisory service. For example, library users can be supplied with information about authors, musical performers, or movie producers who share a similar style. Offering this type of special service through a library web page or pages should be considered. Libraries may offer listening and viewing facilities for browsing and previewing purposes. The online public access catalog should be available by dialing-in from home and should offer services such as patron initiated holds. The library might provide access to commercial online services, which provide fiction readers' advisory assistance.

Possible Measures to Consider When Developing Objectives

People served

Total number of users served (this measures the total number of users who used a service during a given time period)

- Number of people who attended programs related to current topics and titles.
- Number of people who attended exhibits related to current topics and titles.

Number of unique individuals who used the service (this measures the total number of unique individuals who used the service during a given time period regardless of how many times they used the service)

- Number of unique individuals who participated in the library sponsored new foreign films discussion group.
- Number of unique people who participated in at least one of the library sponsored new books discussion groups.

How well the service met the needs of people served

- Percent of people who used the current fiction collection who indicated on a survey that the materials were useful to them.
- Percent of people who used the video collection who indicated on a survey that the collection met their needs.
- Percent of people who used the media collection who indicated on a survey that they almost always able to find something of interest.
- Percent of people who indicated on a survey that they used the library to obtain recreational materials.

Total units of service delivered

- Circulation of new books.
- Circulation of books on tape.
- Number of times the Readers' Advisory database was accessed.
- Number of unique current titles and topics booklists produced.
- Number of current topics and titles displays created.

Current Topics & Titles Stories

Westlake Porter Public Library (Westlake, OH - Service Population: 30,000)

The Westlake Porter Public Library subscribes to the notion that it takes more than just a good collection of recent materials to offer high quality Current Topics & Titles service. The Library places great emphasis on customer satisfaction in everything it does and customer satisfaction in this service area requires excellence in readers' advisory service. Each monthly reader's advisory meeting includes a presentation and discussion of a different genre or reading topic. Public service staff members make the presentations on which the discussion is based.

The Library also offers *Novelist* on its Internet stations. Additionally, the library staff has been active in building its own database into a powerful readers' advisory tool that is used independently by the public and by the staff in assisting library customers. The Westlake Porter Library distributes 1,000 copies of a publication called *Book Page* each

month. The Library's name, logo and information about its services are imprinted on the front and back covers of this commercial tabloid which covers new and forthcoming titles.

Another example of the Library's attention to customer satisfaction is its policy of buying one additional copy of a title for every two reserves that are placed on an item. Additional copies are purchased through local retail outlets if it appears that normal supply channels will delay getting the materials on the shelf. Weeding in the popular materials collection takes place at least five times each year. Surplus copies of popular titles are sold by the Friends of the Library for \$ 3.00 each while they are still relatively new but supply exceeds demand.

Churchill County Library (Fallon, NV - Service Population 21,000)

The odds are in your favor if you're looking for something good to read, view, or listen to in Fallon, Nevada. The Churchill County Library prides itself on being very responsive to public demand and has a collection and usage statistics that reflect its success. The Library enjoys a circulation per capita of nearly seven in spite of having a staff of less than seven full-time equivalents.

Employment in the Fallon area is dominated by the Navy and by mining companies. Pay scales are relatively low; there are many children and at-home moms in the area, and inexpensive recreational opportunities are fairly limited. The Library fills a real need by supplying recreational reading materials, video tapes, books-on-tape, and audio compact discs. Circulation of videos accounts for over 10% of the library's total circulation. The library has also developed significant collections of inspirational and Christian fiction in response to popular demand. The recent addition of public Internet service has added a new dimension to current topics and titles service. Library users can now locate up-to-date information on hot topics such as news, sports, music, and entertainment.

Current Topics and Titles service isn't limited to adults either. The Library is an active participant in the *Nevada Young Readers* program. As part of this program, kids cast votes for their favorite books through their public and school libraries. The Library always keeps a good supply of the popular titles identified by the children themselves on hand. The Library offers two story times each week for 3 - 5 year old children and sees these programs as the means of creating new readers.

ALLOCATING RESOURCES

COMMUNITY NEEDS

[The Difference Between Vision and Current Conditions]



LIBRARY SERVICE RESPONSES

[Service Priorities]



GOALS

[The Outcome for the Community]



OBJECTIVES

[Measures of Progress Toward Reaching Goals]



ACTIVITIES

[What the Library Will Do To Accomplish the Objectives]



STAFF
NEEDED



COLLECTIONS
NEEDED



FACILITIES
NEEDED



TECHNOLOGY
NEEDED

APR - 8 2002

SAN FRANCISCO
PUBLIC LIBRARY*San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, March 5, 2002 (As approved April 2, 2002)

The San Francisco Public Library Commission held its regular meeting on Tuesday, March 5, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:07 PM by President Higuera.

The following members were noted present: Commissioners Coulter, Higuera, Steiman, and Swig. Commissioners Bautista and Streets were excused attendance.

Commissioner Chin joined the meeting at 4:10PM.

AGENDA ITEM #1 APPROVAL OF THE FEBRUARY 5, 2002 MINUTES**Public comment on AGENDA ITEM #1 APPROVAL OF THE FEB. 5, 2002 MINUTES**

An anonymous member of the public commented on the Commission meeting on Election Day, and noted that a public comment summary had been included on the Library's website. The anonymous member of the public found the Minutes misleading. Mr. Ed Regan found his comments accurately reported. Mr. Peter Warfield observed that it was unfortunate that the Commission was meeting on Election Day. Mr. Warfield found that the Minutes had both high and low points but contained many generalities and few specifics, citing several examples of discussions that were not fully reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE FEB. 5, 2002 MINUTES

MOTION: by Commissioner Steiman, seconded by Commissioner Chin for approval of the Minutes of February 5, 2002.

ACTION: AYE 5-0 (Chin, Coulter, Higuera, Steiman, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth informed the Commission about two community meetings held at the Bernal Heights Branch Library on January 22, and February 23rd to discuss the building's exterior mural. The City Librarian reported that staff was recommending Richmond Branch application be moved back to the 2nd phase of Prop. 14 (State Library Bond) applications after reporting on a community meeting held at the Richmond Branch Library to discuss the preliminary architectural schemes. Ms. Hildreth noted that the community had offered many suggestions and good ideas and postponing the Prop. 14 application would allow more time to fully consider and develop a design that met



Villie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
President

Carol Steiman
Vice President

Eileen Marte Bautista
Bonnie K. Chin
Steven A. Coulter
Brian A. Streets
Brian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

community needs. The City Librarian announced the purchase of an Arion Bible to be placed in the Grabhorn Collection on the History of Printing, housed in the Marjorie G. and Carl W. Stern Book Arts & Special Collections Center. Ms. Hildreth discussed the special characteristics of this book, reporting that it would be available for viewing in Book Arts and Special Collections. The City Librarian next discussed new Internet access management tools, Time Out software and WebFeat that could become available to library patrons in May or June. The City Librarian reported that a usability study of the Library's website was being undertaken and announced receipt of an LSTA grant to expand the tutor.com online homework help program to the Excelsior and Bayview Branch Libraries.

Ms. Hildreth then informed the Commissioners that the Board of Supervisors had passed a Resolution requesting that the Library Commission rename the Richmond Branch Library in honor of the late State Senator Milton Marks. The City Librarian reported to the Commission concerning a 7PM March 6th meeting on site selection for the new Portola Branch Library and noted that this matter might soon come before the Joint Board of Supervisors/San Francisco Unified School District Committee. The City Librarian reported that she had learned of a series of community meetings after the posting of the agenda. She reported that a Mission Bay community meeting would be held at 7PM on March 18th at 255 Channel Street, a Presidio Branch meeting at the branch library at 7PM on March 20th, and a Excelsior Branch Library meeting at the branch library on March 23rd.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that the Library had previously acquired a fine printing Bible for its collection and lauded addition of the Arion Bible. This person then noted that the virtue of time out software was that users were kicked off when their time was finished but that was of concern as well. The anonymous member of the public suggested that the Commission's discussion of the Board of Supervisors Resolution that they honor Senator Marks was not timely as the Board had already adopted the Resolution by a 10-0 vote and the Library Commission had not yet addressed its Branch Naming Policy. Mr. Jack Coll, a retired librarian, asked if there would be an opportunity to comment on the discussion held at the Richmond Branch Library, noting that he wished in particular to address remarks made by library consultant Dallas Shafer. Mr. Peter Warfield commented that plans for the Richmond Branch Library had been presented to the community before they were available to the Commission. Mr. Warfield referred to an article in the "Richmond Review" that indicated community concerns about the proposed designs. Mr. Warfield also expressed concern with the Library's use of both the time out and WebFeat software finding the former rude and unnecessary and the latter possibly confusing for patrons. Mr. Timothy Gillespie expressed concern with the proposed use of time out software, found the presentation on it lacking in details, and proposed that the Commission delay its going forward. Mr. Gillespie also found the proposal to name the Richmond Branch Library getting the cart before the horse without Commission action on its naming policy.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Commissioner Coulter recalled that a fine printed Bible had been part of the Library's

"Prides & Joys" exhibit featuring materials from the Library's collections. Commissioner Coulter requested that the Commissioners receive a copy of the "Richmond Review" article. Vice President Steiman noted that the Commission would be listening to community comments on the branch projects and requested more information on the time out and WebFeat software. In response to questions by Vice President Steiman, Roberto Esteves, Library Chief of Information and Resource Management provided the Commissioners with an overview of the proposed usability study of the Library's website. In response to further questions by Vice President Steiman, Mr. Esteves identified Allison Head as the consultant working on the study.

The Commissioners then discussed various issues raised by the Board of Supervisors Resolution suggesting that the Commission re-name the Richmond Branch Library in honor of the late State Senator Milton Marks. Deputy City Attorney Catharine Barnes informed the Commissioners that the revised City Charter granted the Board of Supervisors authority to designate names for branch libraries if they choose to do so. Commissioner Chin suggested that the Board of Supervisors adopt a general City Policy regarding naming buildings.

President Higuera, citing the experiences with the murals at the Bernal Heights Branch Library and the Youth Guidance Center, queried the City Attorney regarding the issues that the Library might face in address such matters. In response, Ms. Barnes briefly outlined the state and federal laws regarding removal of art works. President Higuera commented that such murals could pose complex problems.

AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Deputy City Attorney Catharine Barnes described the various minor changes that she had made in the existing Naming Policy in order to bring it up to date with the Commission's current organizational structure. Ms. Barnes noted that the policy itself was not much changed.

Public comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

An anonymous member of the public found addressing this matter putting the cart before the horse, observing that the current policy had been the result of another naming issue being brought to the Commission. This person suggested that such namings were inherently controversial, denoted favoritism, and that no library should be named for anyone within 50 years of their death. The anonymous member of the public commented that naming a building might not be best for the Library and that the Library must always present itself as absolutely public. Mr. Ed Regan commented that only three branch libraries were named for individuals and that while Sen. Marks was deserving, he believed it best that the Library secure a person's permission to use their name before their death. Mr. Peter Warfield found it odd that the Board of Supervisors should ask the Commission to rename a branch library. Mr. Warfield also noted that it was difficult to understand the proposed changes in the policy without having access to a copy of the current policy. Mr. Warfield commented on the use of the word entity, suggesting that it opened a door to commercialization, and recommended that such a honor be limited to those long dead.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Ms. Sue Cauthen commented that she was unfamiliar with Senator Marks' work for libraries, that the community should be consulted, and that while the Board of Supervisors favored it there were supporters of the Library such as Mary Louise Stong whose contributions merited recognition. Mr. Timothy Gillespie commented that he had problems with the policy, indicated that the changes were poorly identified and difficult to understand, and suggesting that Senator Marks might be a historically transitory figure and proposed that the policy be taken back and revised.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Commissioner Coulter commented that the Board of Supervisors Resolution posed difficult questions for the Commission suggesting that naming a branch library merited careful consideration. Commissioner Coulter observed perhaps waiting a number of years to understand if a proposed honoree's contributions stood the test of time should be considered, noting that the three previous instances of naming branch libraries were for uniquely significant individuals. He pointed that the one (Anna Waden) had paid to build the branch, another (Sally Brunn) was for decades a major volunteer and contributor, and the other (Harvey Milk) was an assassinated community leader. Commissioner Coulter recalled the decades of volunteer support for the Library that the late Mary Louise Stong had provided as the model of volunteer leadership for libraries used to set the standard. Commissioner Coulter noted that in an important sense public officials were just doing their jobs in supporting public institutions like libraries. Commissioner Coulter suggested that the Library seek a reasonable way to not only recognize supporters and contributors to the libraries but also neighborhood heroes and honor them as well in its branch libraries. Vice President Steiman recalled that adoption of the previous naming process had been a lengthy and considered attempt to preserve readily identifiable geographic designations with appropriate recognition for important neighborhood figures as was done at the Parkside Branch. Vice President Steiman noted that while naming for foundations was appropriate, she did not favor using corporate names. In response to questions by Commissioner Swig, Ms. Barnes clarified that her purpose in using the term entity was merely to substitute it for a variety of unspecified terms used in the previous policy. Commissioner Chin expressed frustration that the final decision on this matter did not rest with the Commission and suggested that the Board of Supervisors set a policy on this issue. President Higuera emphasized that the neighborhood branches belonged to the people of the community and that there must be a clear groundswell of community support for a naming reflecting the acclaim of the neighborhood. He observed that this decision should only be made after clear evidence of public support in community meetings and from neighborhood associations. There followed an extensive discussion among the Commissioners emphasizing: that naming must be a rare honor; it be considered after an appropriate period of time has passed to reflect on an individual's contributions; that alternative means of recognition for neighborhood and community leaders should be developed; and that one role that branch libraries should fulfill is to continued to be the repository of the history of their neighborhoods. The item was tabled and Vice President Steiman suggested that staff prepare alternative proposals to address issues and concerns raised during the discussion and bring them back to the Commission.

AGENDA ITEM #4 STRATEGIC PLAN

City Librarian Susan Hildreth provided the Commissioners with an extensive overview of the issues addressed and process being used to develop a new strategic plan (copies attached). Ms. Hildreth noted 113 of 127 identified objectives of the previous strategic planning process on which progress had been demonstrated. The City Librarian reported that the Library had been using the concepts developed in the previous strategic planning process as a guide in further improving and sharpening the focus of the issues addressed and steps proposed in the current process using the revised and updated Public Library Association (PLA) Planning For Results model. Ms. Hildreth called particular attention to the achievement of goals identified in the seven directions and on goals such as addressing diversity issues and increasing collections to reflect what materials patrons wanted. The City Librarian reported in detail on steps taken to address needs in each of the various services areas identified in the previous strategic planning process. The City Librarian then discussed the modified approach taken in the revised Planning for Results process and outlined a proposed process that would involve the Commission, library staff, and interested members of the public in a focused process leading to development of a new Strategic Plan.

Public comment on AGENDA ITEM #4 STRATEGIC PLAN

An anonymous member of the public commented that the Commission had an opportunity to show leadership and should take a guiding role to fulfill its mandate. This individual observed that it would have been more satisfactory if the Commission had approved a strategic plan. Mr. Ed Regan remarked that he had visited several branch libraries and found the teen collections inadequate. Mr. Regan suggested that changes be made to make information on choices available to both college bound and non-college bound young people such as information on the Conservation Corps or on military service options. Mr. Regan also suggested making Bay Area College catalogs available. Mr. Peter Warfield expressed concern that the Library had been following a strategic planning model without its having been approved by the Commission. Mr. Warfield found some good accomplishments but noted that there was a great deal of patron dissatisfaction. Mr. Warfield requested documents related to topics discussed by the City Librarian be provided.

Commission comment on AGENDA ITEM #4 STRATEGIC PLAN

In response to questions about the proposed strategic planning process by Commissioner Swig, the City Librarian outlined ways in which the process could be carried out to resolve her concerns. President Higuera noted that the Strategic Plan would be a launching point and that it would be important to keep focus and complete a plan by the end of the year. Commissioner Chin suggested that some objectives could be made broader and others subsumed simplifying the plan and making it more understandable. The City Librarian noted that the Strategic Planning Committee on which two Commissioners would serve would be a passive meeting body.

President Higuera called for a brief recess at 6:04PM

The Library Commission returned to session at 6:13PM

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation reminded the Commissioners of the Friends and Foundation's Annual Library Laureates Dinner and then introduced its new Executive Director Martin Gomez. Mr. Gomez spoke about his hopes for an effective partnership working to improve the Library. Mr. Gomez concluded with a brief summary of his professional background as a librarian, former Director of the Brooklyn Public Library, the Oakland Public Library, and now returning the Bay Area to take this new challenge.

Public comment on Agenda Item #5 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public commented that they were gratified to hear mention of history, made a reference to the maritime tradition of captains going down with their ships, and congratulated Mr. Gomez wondering if he had been fully informed about the organization that he was to lead.

Public comment on Agenda Item #5 FRIENDS AND FOUNDATION REPORT

Vice President Steiman and Commission Coulter welcomed Mr. Gomez and expressed the appreciation of the Library Commission to Ms. Adam for her dedication and hard work while serving as Interim Executive Director of the Friends and Foundation.

AGENDA ITEM #6 LABOR UNION REPORT

None offered.

AGENDA ITEM #7 NEW BUSINESS

None offered.

Agenda item #8 PUBLIC COMMENT

An anonymous member of the public discussed the academic underpinnings of The Ugly American found in the Management Science work of Douglas McGregor. This person spoke concerning the concept of institutions having a corporate culture and identified how they functioned as hierarchical or non-hierarchical. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week. Mr. Peter Warfield called for uniform public service hours and more hours. Mr. Warfield then discussed his concerns with the ILS (Integrated Library System) RFP (request for proposals) suggesting that the documents did not meet legal requirements, that there was no justification of need, and that the old system could continue to be used or adapted. Mr. Warfield also expressed concern with the lack of competitive bids.

AGENDA ITEM #8 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Steiman that the meeting be adjourned.

ACTION: AYE 5-0 (Chin, Coulter, Higuera, Steiman, and Swig)

The meeting was adjourned at 6:28PM.

Michael Housh, Commission Secretary 4/4/02

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the regular Commission Meeting of March 5, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 5, 2002

Item 1:

Approval of the February 5, 2002 Minutes

"It is election day, but since no one here has family or business obligations, no one was inconvenienced.

I checked the website and there are public comment summaries, and they are anonymous but they not from me. This means that the designation of only one anonymous citizen must be wrong, or an identified speaker submitted anonymous summaries.

The minutes have gone from drained of meaning to absolutely misleading.

(I can't find my example, let me see if I can find it in the copy that was mailed to me.)

What was characterized as "commenting favorably" and "being gratified" were actually two complaints. I complained that the break was called with a maximum time when what is needed is a minimum time. I also complained about the private character of the Charrette.

This is entirely misleading."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 5, 2002

Item 2:

City Librarian's Report

"Regarding the Arion Bible: Mr. Hoyem has been a library supporter for a number of years and I think he would be shocked that we have lost the ability to pronounce the name of his Arion Press correctly.

This reminds me that we have not had a report on the special collections fund in years.

I am surprised if the virtue of the time-out software is enabling usage from home. I suspect that it kicks people off when they are finished and whether that works for people is a great concern.

Ms. Hildreth calls bring the resolution regarding the Milton Marks Branch as 'timely.' It came up several weeks ago and then passed finally a week before yesterday 10-0. This was the subject of correspondence between Ms. Hildreth and the Board before it passed. It should have come up in time for this commission to consider it before it became final."

Minutes of the regular Commission Meeting of March 5, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 5, 2002

Item 3:

Branch Library's Naming Policy

"A commissioner referred to this as the 'cart before the horse.' That has always been the case. The library has always acted like a teenage girl who wants to be swept off her feet and then regrets it in the morning. You want to assure that names either originate from you or within the context you set out.

Naming opportunities are inherently controversial and operate as a sort of favoritism. Part of me says that we should never name a library for a person within fifty years of their death because of getting caught up in a political issue. The library is drawn into an issue with Milton Marks because he just died. On the other hand, perhaps we should name libraries for Coca-Cola and Standard Oil, and drop the hypocrisy.

Libraries need to present a face of being absolutely public and only a neighborhood designation makes that point."

Minutes of the regular Commission Meeting of March 5, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 5, 2002

Item 4:
Strategic Plan

"I want to highlight that my general comment applies equally to the naming policy. It is true in some respects that 'you don't have the power,' but in every situation where there is a vacuum of leadership, it represents an opportunity for you to fill that gap. This is the forum where City Hall, the librarians and the public interest all intersect and that gives you unique opportunity fill any vacuum and lead this library to success as an institution.

The documents referred to were confusing because they were not together or easily identifiable.

It would have been more satisfactory if this plan had been approved by the commission before it was so extensively implemented.

The first goal and its implementations reveals how the interpretation can be self serving and beside the point. The goal of using exhibit space did not fulfilled by the Charrette exhibit traveling to branches."

Minutes of the regular Commission Meeting of March 5, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 5, 2002

Item 5:

Friends and Foundation Report

"This institution comes with some history. I am fascinated with how this must look to someone who comes to this institution for the first time.

There is a maritime tradition that a captain goes down with the ship. Therefore, it is difficult to hire a new captain while the ship is sinking.

I wonder if this new director has been told what kind of organization he is joining. My highlight is Chuck Forester giving Finance Committee of the Supervisors the finger, but I didn't have my camera.

I will read part of Dale Carlson's letter to Nick Baker of October 7, 1996. that contains the words 'Politics is a contact sport. If you don't like getting hit, keep off the field.'

Mr. Baker was from the New Yorker Magazine and perhaps it will occur to the new director that the New Yorker ought to be on their side."

Minutes of the regular Commission Meeting of March 5, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 5, 2002

Item 8:

Public Comment

"I have talked about the scientific basis for an book called "The Ugly American." The academic community calls this management studies. The founder of this area of study that changed our lives significantly was Douglas MacGregor. He was a professor and college president and developed the idea that an institution can be regarded as having a personality. This has developed into what is now called corporate culture.

Mr. MacGregor developed the theory that there were two kinds of organizations that he called, Theory X and Theory Y.

Theory X organizations were hierarchal, with barriers to communication that maintained the hierarchy and resistance within the organization.

Theory Y organizations were non-hierarchal, with open communication and free flow to create a healthy institution.

This library is the most Theory X organization, with more hierarchy, more barriers to communication and more resistance, that one will ever find."



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

To: Library Commission

From: Susan Hildreth, City Librarian JH

Re: Suggested Process for Library Strategic Plan Development

Date: March 5, 2002

Background

Before the Commission this evening is the *Status Update on Objectives – San Francisco Public Library Draft Strategic Plan 2001 – 2004*. In preparing this status update, staff was very proud of their accomplishments. The draft plan contains 127 objectives. Some action has been taken on 113, or 89%, of the objectives. Also, in gathering status information and reviewing the previous process, we had some key realizations:

- There were too many directions, goals and objectives incorporated in the draft plan. We need to focus our resources on key priorities in order to make significant achievements.
- We chose to select directions that were not service roles developed through the *Planning for Results* work. This did not allow us to compare achievements with other libraries or measure what we were accomplishing by any pre-tested measures.
- The planning process was seen by some as a closed process; and we want to insure that this process is clearly an open one.

Several members of the staff attended a training in December on the *New Planning For Results*, which streamlines the process used previously. Many libraries around the country have used the *Planning for Results* framework; and the revised version, which incorporates feedback from many of these processes, suggests a fairly aggressive timeline and schedule to develop the plan. Because the environment of the City and Library, i.e the passage of Proposition A and other library customer service initiatives, has changed since the work was begun on the current draft plan in 1998, staff recommends that we initiate a new planning process. We anticipate identifying a facilitator to assist us in the process, particularly in structuring the public meetings to accomplish needed work and to be successful.

Proposed Timeline and Workplan

March - April 2002	Provide status report for Commission on current draft plan. Explain process for adopting new plan. Request expressions of interest for Commissioners who would be interested in serving in a lead capacity for new planning efforts.
May - June 2002	City Librarian creates Planning Committee and selects members to include representatives of various stakeholder groups, City departments, two Commissioners, and Library staff. Staff gathers information and materials needed for Planning Committee work.
July 2002	1 st Planning Committee meeting – community visioning and preliminary selection of 5-7 library service priorities. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
August 2002	Commission discusses Planning Committee's preliminary service priorities as an agenda item at a Commission meeting. Staff develops strength/weakness/opportunity/threat (SWOT) analysis for library service priorities.
September 2002	2 nd meeting held with Planning Committee to review Commission's response and staff's work on SWOT analysis. Committee revises selection of library service priorities and identifies target audiences. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
October 2002	Commission discusses Committee's revised selection of library service priorities as an agenda item at a Commission meeting. Library staff develops activities, identifies resources needed for priorities and preliminary plans to obtain resources. Revised service priorities are used in 2003/04 budget preparation.
November 2002	3 rd meeting held with Planning Committee to present draft final plan. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
December 2002	Plan presented to Commission as an action item on a Commission meeting agenda. Library Staff develops communication and implementation strategies based on adopted plan.

THE NEW PLANNING FOR RESULTS

LIBRARY SERVICE RESPONSES

BASIC LITERACY: A library that offers BASIC LITERACY service addresses the need to read and to perform other essential daily tasks.

BUSINESS & CAREER INFORMATION: A library that offers BUSINESS & CAREER INFORMATION service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

COMMONS: A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

COMMUNITY REFERRAL: A library that offers COMMUNITY REFERRAL addresses the need for information related to services provided by community agencies and organizations.

CONSUMER INFORMATION: A library that provides CONSUMER INFORMATION service helps to satisfy the need for information that impacts the ability of community residents to make informed consumer decisions and to help them become more self-sufficient.

CULTURAL AWARENESS: A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

CURRENT TOPICS & TITLES: A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

FORMAL LEARNING SUPPORT: A library that offers FORMAL LEARNING SUPPORT helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

GENERAL INFORMATION: A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

GOVERNMENT INFORMATION: The library that offers GOVERNMENT INFORMATION service helps satisfy the need for information about elected officials and governmental agencies that enable people to participate in the democratic process.

INFORMATION LITERACY: A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

LIFELONG LEARNING: A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

LOCAL HISTORY & GENEALOGY: A library that offers LOCAL HISTORY & GENEALOGY service addresses the desire of community residents to know and better understand personal or community heritage.

SERVICE RESPONSE: CURRENT TOPICS & TITLES

Example of Needs Addressed by this Service Response

A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

What the Library Does and Provides

The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want and will be selected primarily on the basis of local demand. The library's collections will be organized in ways that make items easy to find and will be merchandised to the public through the use of displays and display shelving. Staff knowledgeable of the content of best-selling titles and the style of popular authors and performers will offer expert guidance to the public. The library will monitor pre-publication review sources and publisher advertising campaigns in order to anticipate public demand. The library may track personal appearances, media appearances, publicity tours of authors, and the schedules and media reviews of artist's performances for the same reason. The library may offer programs such as book talks, book signings, performances, and exhibits that promote current and forthcoming releases.

Some Possible Components of Current Topics & Titles Service

- Book talks
- Author book signings
- Reader's advisory services
- Preview stations for videos and recordings
- Display shelving
- Drive through check-out and/or return

Target Audiences & Service Aspects

Target Audiences: CURRENT TOPICS & TITLES can be targeted to the general adult public as well as to other age groups such as young adults children.

Service Aspects: A library could choose to narrow the scope of this service by offering a current popular collection of materials in a particular format such as video.

Resource Allocation Issues to Consider

Staff: Staff providing CURRENT TOPICS & TITLES service need to be knowledgeable about popular culture and literature. Staff will need to spend a significant amount of time keeping current with what's *in* and what's *out*. Staff members should have broad personal interests and should frequently read, view, and listen to the types of materials the public is demanding. Skill in marketing and merchandising, including public relations, is an asset.

Collection/Information Resources: Popular demand is the primary criteria for the collection that supports CURRENT TOPICS & TITLES service and, consequently, the collection should reflect library user preferences. Non-fiction and fiction titles, paperbacks and hardbound books, popular magazines and non-print materials such as video and audio formats should be provided. Libraries may offer CD-ROMs, multimedia kits, puppets, and computer games. Quantities of popular titles in all formats should be sufficient to make the library a dependable source of high demand items.

Facilities: Display shelving, display end panels, and other furnishings that allow for the effective merchandising of materials should be provided. Broad aisles that encourage browsing should be a standard design feature. A pleasant atmosphere should be created by providing comfortable chairs and excellent lighting. Innovative approaches to creating unique environments such as coffee bars should be considered.

Technology: Computers can assist staff in providing a high level of reader's advisory service. For example, library users can be supplied with information about authors, musical performers, or movie producers who share a similar style. Offering this type of special service through a library web page or pages should be considered. Libraries may offer listening and viewing facilities for browsing and previewing purposes. The online public access catalog should be available by dialing-in from home and should offer services such as patron initiated holds. The library might provide access to commercial online services, which provide fiction readers' advisory assistance.

Possible Measures to Consider When Developing Objectives

People served

Total number of users served (this measures the total number of users who used a service during a given time period)

- Number of people who attended programs related to current topics and titles.
- Number of people who attended exhibits related to current topics and titles.

Number of unique individuals who used the service (this measures the total number of unique individuals who used the service during a given time period regardless of how many times they used the service)

- Number of unique individuals who participated in the library sponsored new foreign films discussion group.
- Number of unique people who participated in at least one of the library sponsored new books discussion groups.

How well the service met the needs of people served

- Percent of people who used the current fiction collection who indicated on a survey that the materials were useful to them.
- Percent of people who used the video collection who indicated on a survey that the collection met their needs.
- Percent of people who used the media collection who indicated on a survey that they almost always able to find something of interest.
- Percent of people who indicated on a survey that they used the library to obtain recreational materials.

Total units of service delivered

- Circulation of new books.
- Circulation of books on tape.
- Number of times the Readers' Advisory database was accessed.
- Number of unique current titles and topics booklists produced.
- Number of current topics and titles displays created.

Current Topics & Titles Stories

Westlake Porter Public Library (Westlake, OH - Service Population: 30,000)

The Westlake Porter Public Library subscribes to the notion that it takes more than just a good collection of recent materials to offer high quality Current Topics & Titles service. The Library places great emphasis on customer satisfaction in everything it does and customer satisfaction in this service area requires excellence in readers' advisory service. Each monthly reader's advisory meeting includes a presentation and discussion of a different genre or reading topic. Public service staff members make the presentations on which the discussion is based.

The Library also offers *Novelist* on its Internet stations. Additionally, the library staff has been active in building its own database into a powerful readers' advisory tool that is used independently by the public and by the staff in assisting library customers. The Westlake Porter Library distributes 1,000 copies of a publication called *Book Page* each

month. The Library's name, logo and information about its services are imprinted on the front and back covers of this commercial tabloid which covers new and forthcoming titles.

Another example of the Library's attention to customer satisfaction is its policy of buying one additional copy of a title for every two reserves that are placed on an item. Additional copies are purchased through local retail outlets if it appears that normal supply channels will delay getting the materials on the shelf. Weeding in the popular materials collection takes place at least five times each year. Surplus copies of popular titles are sold by the Friends of the Library for \$ 3.00 each while they are still relatively new but supply exceeds demand.

Churchill County Library (Fallon, NV - Service Population 21,000)

The odds are in your favor if you're looking for something good to read, view, or listen to in Fallon, Nevada. The Churchill County Library prides itself on being very responsive to public demand and has a collection and usage statistics that reflect its success. The Library enjoys a circulation per capita of nearly seven in spite of having a staff of less than seven full-time equivalents.

Employment in the Fallon area is dominated by the Navy and by mining companies. Pay scales are relatively low; there are many children and at-home moms in the area, and inexpensive recreational opportunities are fairly limited. The Library fills a real need by supplying recreational reading materials, video tapes, books-on-tape, and audio compact discs. Circulation of videos accounts for over 10% of the library's total circulation. The library has also developed significant collections of inspirational and Christian fiction in response to popular demand. The recent addition of public Internet service has added a new dimension to current topics and titles service. Library users can now locate up-to-date information on hot topics such as news, sports, music, and entertainment.

Current Topics and Titles service isn't limited to adults either. The Library is an active participant in the *Nevada Young Readers* program. As part of this program, kids cast votes for their favorite books through their public and school libraries. The Library always keeps a good supply of the popular titles identified by the children themselves on hand. The Library offers two story times each week for 3 - 5 year old children and sees these programs as the means of creating new readers.

ALLOCATING RESOURCES

COMMUNITY NEEDS

[The Difference Between Vision and Current Conditions]



LIBRARY SERVICE RESPONSES

[Service Priorities]



GOALS

[The Outcome for the Community]



OBJECTIVES

[Measures of Progress Toward Reaching Goals]



ACTIVITIES

[What the Library Will Do To Accomplish the Objectives]



STAFF
NEEDED



COLLECTIONS
NEEDED



FACILITIES
NEEDED



TECHNOLOGY
NEEDED



San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS D

MAR 18 2002

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, March 21, 2002

TIME: 4:00 PM

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. APPROVAL OF THE FEBRUARY 21, 2002 MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of February 21, 2002.
Explanatory document: draft minutes
2. BOND PROGRAM MANAGER'S REPORT DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of: *an informational presentation*: the federal GSA (General Services Administration) Design Excellence Program; *regular reports*: program budget and schedule; site acquisition, active projects; and community outreach; and *special reports*: none.
Explanatory documents: current budget report, phase 1-5 new construction schedule related documents
3. MOU/Dpt. of PUBLIC WORKS and the LIBRARY DISCUSSION
Presentation and discussion of the Memorandum of Understanding between Department of Public Works and San Francisco Public Library for the Financial Management of the Branch Library Improvement Program.
Explanatory document: draft MOU
4. GIFT RECOGNITION POLICY ACTION
Presentation of, discussion of, and possible action to approve a proposed Gift Recognition Policy for the Library.
Explanatory document: draft Gift Recognition Policy.

Villie L. Brown, Jr.
Mayor

Charles A. Higuera, A.A.A.
President

Carol Steiman
Vice President

Ielen Marte Bautista
Donnie K. Chin
Steven A. Coulter
Ran A. Streets
Barian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary



5. PUBLIC COMMENT

DISCUSSION

(This item to allow members of the public to comment on matters within the commission's purview as well as introduce new agenda for the commission's consideration.)

5. ADJOURNMENT (motion and public comment required)

ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at <http://sfpl.lib.ca.us/>. 3/6/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537. ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE [SF ADMIN CODE SECS. 16.520 - 16.534] TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 30 VAN NESS, STE. 3900, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

Michael Housh, Commission Secretary 3/7/02

DRAFT

San Francisco Public Library Commission Policy Manual

Gift Recognition Policy

Policy #602

Section: Facilities

Adopted: Draft (3/15/02)

Whereas, on November 7, 2000, the people of San Francisco approved Proposition A, a \$105.8 million bond measure, to fund the acquisition, construction and renovation of neighborhood branch libraries and other library facilities; and

Whereas, Proposition A bond funds by law cannot be used to purchase furniture, fixtures, equipment, and materials needed for the new and renovated neighborhood branch libraries; and

Whereas, the Friends & Foundation of the San Francisco Public Library is committed to raising \$15 million to purchase the needed furniture, fixtures, equipment, and materials not provided for in the passage of Proposition A (2000); and

Whereas, the San Francisco Public Library Commission wishes to recognize the generosity of the Friends & Foundation and its donors by offering suitable and appropriate opportunities for recognition within branch libraries;

NOW THEREFORE BE IT RESOLVED that any and all neighborhood branch libraries of the San Francisco Public Library may display such plaques or other forms of donor recognition as the City Librarian shall deem appropriate to honor the Friends and Foundation and contributors to the Friends & Foundation's neighborhood branch library furniture, fixtures, equipment, and materials fundraising campaign; and

BE IT FURTHER RESOLVED that the San Francisco Public Library Commission shall review and approve the design and location for such plaques or other forms of donor recognition as part of its review and approval of each neighborhood branch library's construction or renovation plans.

CURRENT BUDGET REPORT-2008 Branch Library Improvement Bond Program

March 21, 2002

JOB	Branch	BUDGET		REVENUE				EXPENDITURES/ENCUMBRANCES							
		Baseline	Approved	City Prior A		All Sources		Appropriated	Reserve	Available	A	B	A+B		
		Budget (1001)	Budget (202)	Bonds	Prop. 14	Other	Sources								
Phase 0 Projects															
GP	751A1 Glen Park	1,770,000	3,428,000	3,428,000			3,428,000	1,334,000		1,334,000	1,334,000		1,334,000		
IN	751A2 Ingates	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	1,770,000		1,770,000		
PR	751A3 Paradise	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	1,770,000		1,770,000		
SC	752A4 Support Services / Books	2,090,000	2,090,000	0	2,090,000		2,090,000	2,090,000		2,090,000	2,090,000		2,090,000		
	SUB TOTAL	7,400,000	7,400,000	6,668,000	2,090,000		5,558,000	6,668,000	0	6,668,000	3,111,000	46,599	3,064,402		
Phase 1 Projects															
MA	751A4 Main	3,820,000	3,820,000	3,820,000			3,820,000	750,000		750,000	750,000		750,000		
MB	751A5 Mission Bay	3,950,000	3,950,000	3,950,000			3,950,000	3,350,000		3,350,000	80,000	50,000	10,000		
MR	751A6 Mission Ridge	4,110,000	4,110,000	4,110,000			4,110,000	840,000		840,000	840,000		840,000		
NV	751A7 New Valley	4,110,000	4,110,000	4,110,000			4,110,000	1,485,000		1,485,000	1,485,000		1,485,000		
RI	751A8 Rialto	2,730,000	2,730,000	2,730,000			2,730,000	2,730,000		2,730,000	2,730,000		2,730,000		
SC	752A5 Support Services / Books	2,090,000	2,090,000	0	2,090,000		2,090,000	2,090,000		2,090,000	190,742	53,864	66,606		
GP	751A9 Glen Park	2,820,000	2,820,000	2,820,000	2,400,000	(1)	2,400,000	430,000		430,000	37,715	37,715	0		
NV	751A7 New Valley	4,110,000	4,110,000	4,110,000	1,260,000		1,260,000	3,584,500		3,584,500	820,000		820,000		
SC	752A4 Support Services / Books	2,090,000	2,090,000	0	2,090,000		2,090,000	2,090,000		2,090,000	8,918,000	161,499	916,499		
	SUB TOTAL	41,510,000	38,022,000	26,862,000	5,860,000	2,400,000	38,022,000	0	8,918,000	0	1,044,562	161,499	916,499		
Phase 2 Projects															
IN	751A1 Ingates	2,800,000	2,800,000	2,800,000			2,800,000	2,800,000		2,800,000	0		0		
PL	752A4 Paradise	2,800,000	2,800,000	2,800,000			2,800,000	2,800,000		2,800,000	0		0		
MB	751A5 Mission Bay	3,450,000	3,450,000	3,450,000			3,450,000	3,450,000		3,450,000	0		0		
SC	752A5 Support Services / Books	1,485,000	1,485,000	0	1,485,000		1,485,000	1,485,000		1,485,000	15,000		15,000		
VP	752A6 West Point	3,904,500	3,904,500	3,904,500			3,904,500	3,904,500		3,904,500	0		0		
	SUB TOTAL	14,665,000	13,827,500	13,827,500			13,827,500	15,000		15,000	0	0	0		
Phase 3 Projects															
BV	752A7 Bayview	3,420,000	3,420,000	3,420,000			3,420,000	3,420,000		3,420,000	0		0		
OR	752A8 Oregon	4,580,000	4,580,000	4,580,000			4,580,000	4,580,000		4,580,000	0		0		
WA	752A9 Western Addition	3,420,000	3,420,000	3,420,000	2,200,000		2,200,000	3,358,500		3,358,500	70,000		70,000		
	SUB TOTAL	11,420,000	11,420,000	11,420,000	2,200,000		14,220,500	11,420,500		11,420,500	70,000		70,000		
Phase 4 Projects															
AZ	753A1 Azusa	4,500,000	4,500,000	4,500,000			4,500,000	4,500,000		4,500,000	0		0		
BE	753A2 Benet Heights	5,070,000	5,070,000	5,070,000			5,070,000	5,070,000		5,070,000	0		0		
OR	753A3 Oregon	4,580,000	4,580,000	4,580,000			4,580,000	4,580,000		4,580,000	0		0		
PT	753A4 Paradise	4,011,500	4,011,500	4,011,500			4,011,500	4,011,500		4,011,500	50,000		50,000		
	SUB TOTAL	18,660,000	18,677,000	18,677,000	0	0	18,677,000	18,677,000		18,677,000	50,000		50,000		
Phase 5 Projects															
ME	753A5 Merced	4,200,000	4,200,000	4,200,000			4,200,000	4,200,000		4,200,000	0		0		
PK	753A6 Park	1,310,000	1,310,000	1,310,000			1,310,000	1,310,000		1,310,000	0		0		
PD	753A7 Paradise	1,244,500	1,244,500	1,244,500			1,244,500	1,244,500		1,244,500	15,000		15,000		
	SUB TOTAL	6,754,500	6,754,500	6,754,500	0	0	6,754,500	6,754,500		6,754,500	15,000		15,000		
Program/Multi Services & Costs															
LI	753A8 Library Program Costs	800,000	800,000	800,000			800,000	800,000		800,000	300,000	0	300,000		
PA	753A9 Program Administration	3,600,000	3,600,000	3,600,000			3,600,000	3,600,000		3,600,000	300,000	49,441	239,559		
RE	753A0 Real Estate Program	1,200,000	1,200,000	1,200,000			1,200,000	1,200,000		1,200,000	910,000	67,465	542,535		
RM	753A1 Real Estate Marketing	4,300,000	4,300,000	4,300,000			4,300,000	4,300,000		4,300,000	120,000	120,000	120,000		
FE	Furniture & Equipment Reserve	15,000,000	15,000,000	15,000,000	(3)		15,000,000	15,000,000		15,000,000	0	0	0		
AE	Art Endowment Program	0	0	0			0	0		0	0	0	0		
FC	Bond Financing Costs	1,800,000	1,800,000	1,800,000			1,800,000	1,800,000		1,800,000	153,715	0	153,715		
SC	752A5 Support Services / Books	2,090,000	2,090,000	2,090,000			2,090,000	2,090,000		2,090,000	1,450,000	0	1,450,000		
	SUB TOTAL	27,800,000	32,272,500	17,622,500	0	15,000,000	32,522,500	3,030,000	0	3,030,000	1,183,715	462,441	761,074		
TOTAL		133,265,000	133,265,000	105,965,000	10,250,000	17,400,000	133,315,000	20,085,000	0	20,085,000	5,393,277	633,908	4,760,369		

Direct Cost of Loans estimated by DMR as follows: Ingates \$1,138,000; Paradise \$1,138,000; Main \$1,138,000; Mission Ridge \$1,138,000; West Point \$1,138,000; Oregon \$1,138,000; Washington \$1,138,000; Benet Heights \$1,138,000; Oregon \$1,138,000; Paradise \$1,138,000; Fern \$1,138,000; Paradise \$1,138,000; Furniture & Equipment Finance \$1,138,000; Art Enrichment Program \$1,138,000; Bond Financing Costs \$1,138,000; Support Services / Books \$1,138,000.

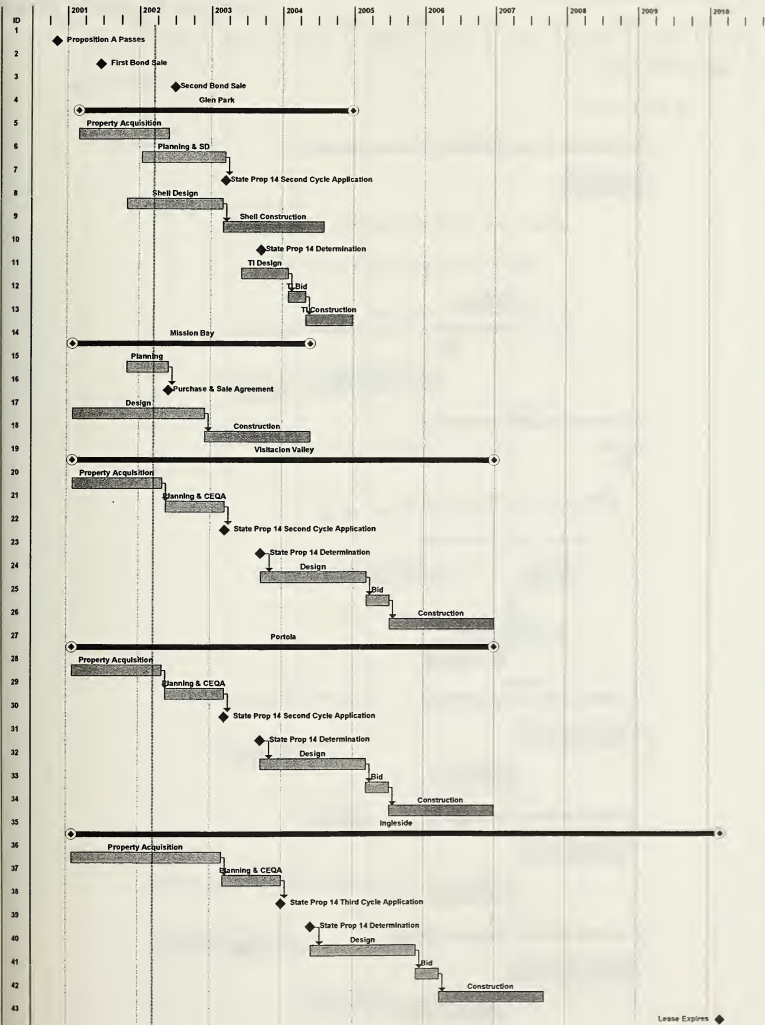
Indirect Costs estimated by DMR as follows: Ingates \$1,138,000; Paradise \$1,138,000; Main \$1,138,000; Mission Ridge \$1,138,000; West Point \$1,138,000; Oregon \$1,138,000; Washington \$1,138,000; Benet Heights \$1,138,000; Oregon \$1,138,000; Paradise \$1,138,000; Fern \$1,138,000; Paradise \$1,138,000; Furniture & Equipment Finance \$1,138,000; Art Enrichment Program \$1,138,000; Bond Financing Costs \$1,138,000; Support Services / Books \$1,138,000.

Estimated Value of Bonds Issued for the Program: \$133,265,000. Estimated Value of Bonds Issued for the Program: \$133,265,000. Estimated Value of Bonds Issued for the Program: \$133,265,000.

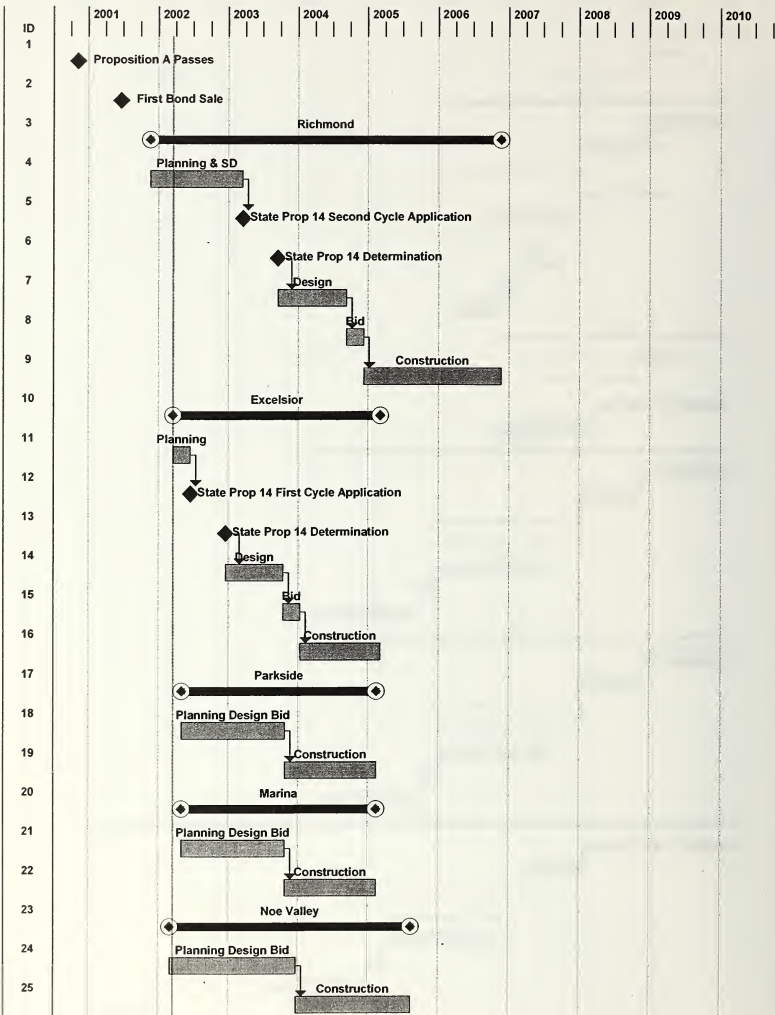
Private donations from Friends & Foundation

NEW CONSTRUCTION DETAILED SCHEDULE

03-21-0

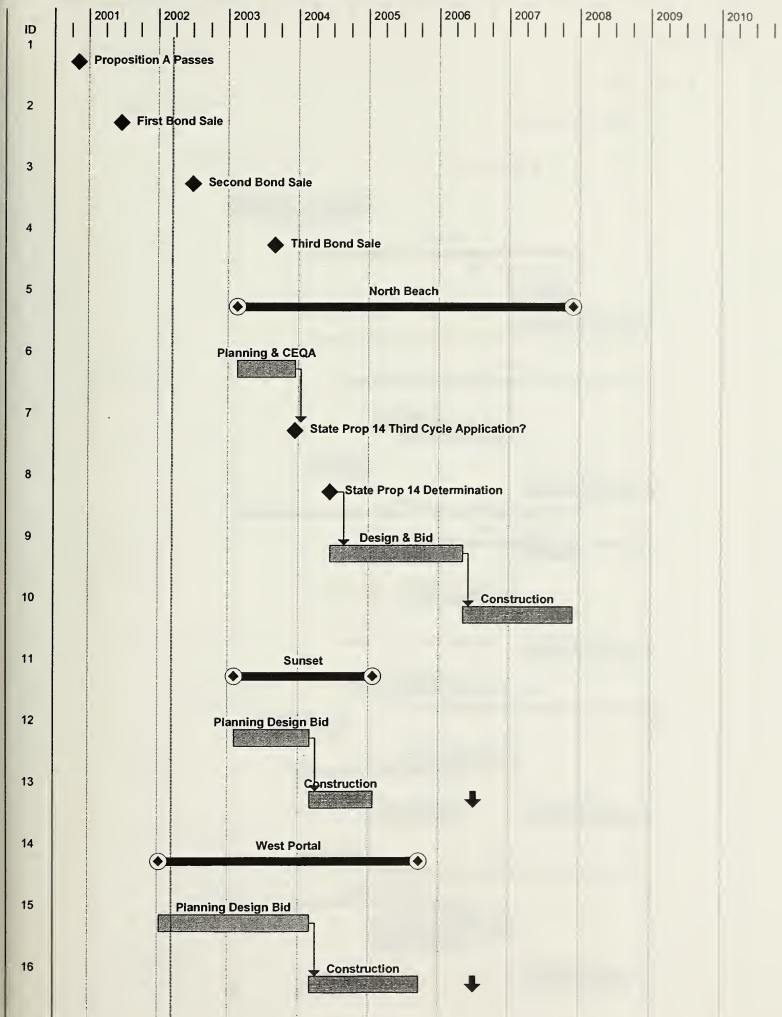


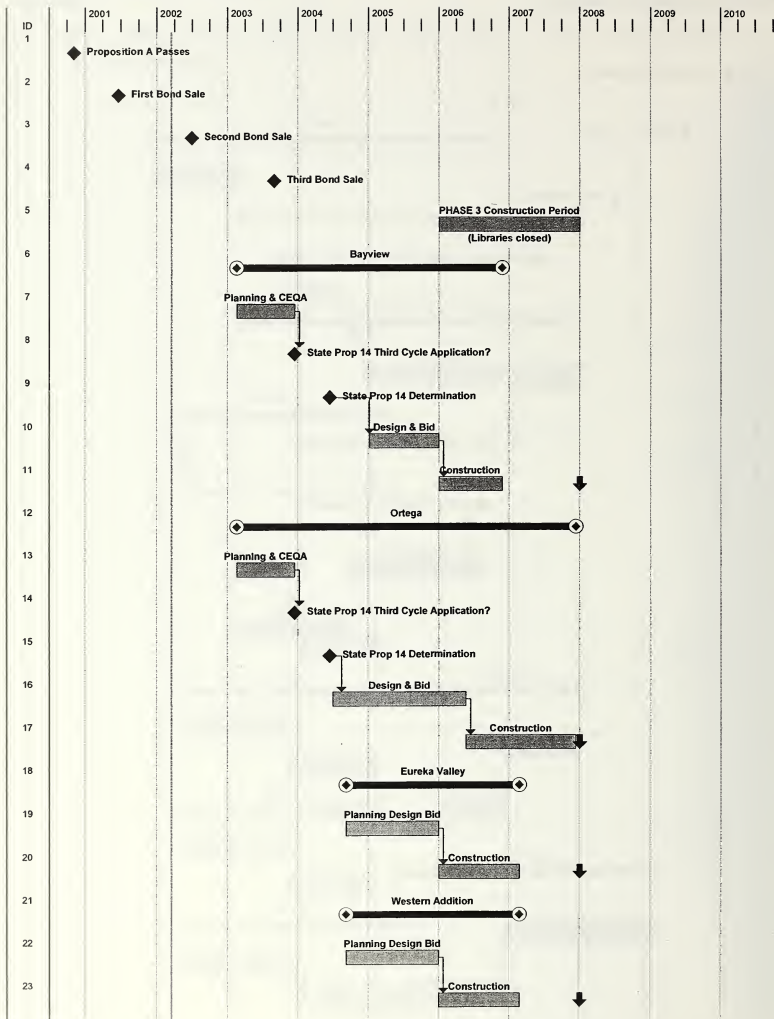
Lease Expires ◆



PHASE 2 DETAILED SCHEDULE

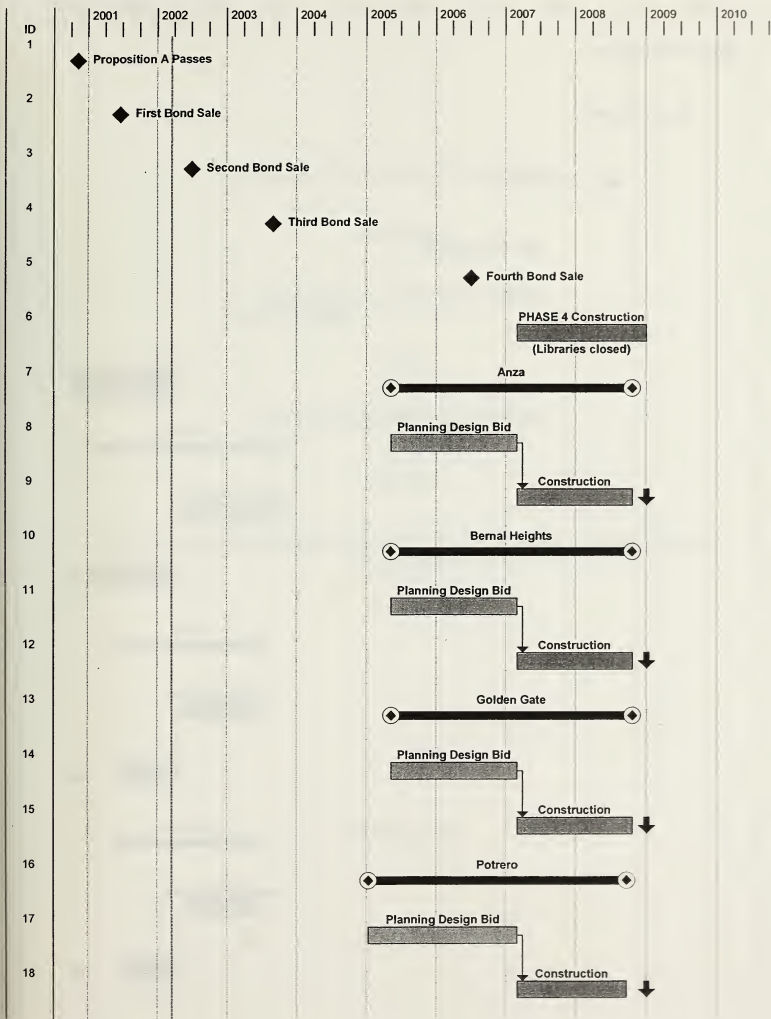
03-21-0

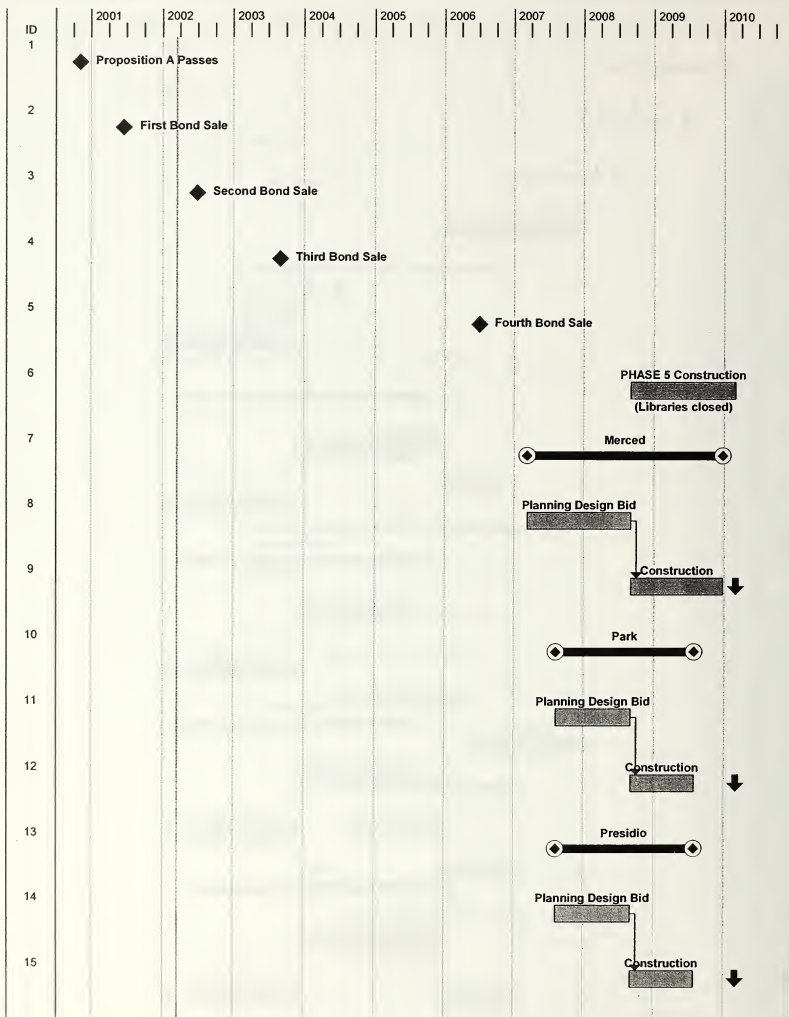




PHASE 4 DETAILED SCHEDULE

03-21-02





MEMORANDUM OF UNDERSTANDING

BETWEEN

DEPARTMENT OF PUBLIC WORKS

AND

SAN FRANCISCO PUBLIC LIBRARY

FOR THE

**FINANCIAL MANAGEMENT OF THE BRANCH LIBRARY IMPROVEMENT
PROGRAM**

MARCH 2002

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MEMORANDUM OF UNDERSTANDING

ATTACHMENT A: BASELINE MANAGEMENT PLAN

- A1. Budget
- A2. Revenue
- A3. Schedule
- A4. Scope of Work

ATTACHMENT B: PROCEDURE FOR REVISIONS

ATTACHMENT C: PROFESSIONAL SERVICES PROCUREMENT

ATTACHMENT D: FINANCIAL PLAN DISTRIBUTION LIST



MEMORANDUM OF UNDERSTANDING BRANCH LIBRARY IMPROVEMENT PROGRAM

This Memorandum of Understanding (MOU) is between the Department of Public Works (DPW) and the San Francisco Public Library (SFPL). The purpose is to establish a Baseline Management Plan and outline the process for the management of the Program. SFPL is responsible to provide the funding in the amount shown or as amended. DPW cannot certify contracts nor provide labor until funds are in place. SFPL, with assistance from DPW, is responsible for grant management, billings and informing DPW of grant eligibility requirements. DPW is responsible to manage funds in accordance with the financial plan, assist SFPL in procuring funding, and comply with all fund source requirements. Amendments to this MOU will be added as fund sources are determined.

1. Baseline Management Plan

The Baseline Budget, Schedule and Scope of Work are shown in Reports Attachment A.1, A.2 & A.3. SFPL will set up its costs and appropriations consistent with DPW's accounting structure in FAMIS.

2. Procedure for Revisions

The process for revising the Baseline Management Plan is outlined in Attachment B.

3. Management & Technical Design / Engineering Services

DPW will manage the Program within the limits of the fund sources provided and administer all design and construction contracts as prescribed by Chapter 6 of the Administrative Code. DPW may also provide technical design & engineering, as mutually agreed by SFPL and DPW. A Professional Services Procurement schedule is in Attachment C.

4. Distribution & Records Retention

Quarterly Financial Reports will be prepared by DPW, subject to SFPL review, and contain information to satisfy current and future oversight requirements of the Board of Supervisors. A Distribution List is in Attachment D. DPW will also prepare Monthly Management Reports to coincide with Library Commission's Branch Bond Committee meetings, typically third Thursdays of each month. DPW will maintain records after project completion as required by law.

Edwin M. Lee
Director
Department of Public Works

Date

Susan Hildreth
City Librarian
San Francisco Public Library

Date

ATTACHMENT A

BASELINE MANAGEMENT REPORTS

- A1. Budget**
- A2. Revenue**
- A3. Schedule**
- A4. Scope of Work**



A1. Budget

Branch Name	Amount	Totals
Anza	4,503,000	
Bayview	3,629,000	
Bernal Heights	5,082,500	
Eureka Valley	4,351,000	
Excelsior	3,629,000	
Glen Park	4,668,000	
Golden Gate	5,073,000	
Ingleside	4,430,000	
Marina	3,904,500	
Merced	3,990,000	
Mission Bay	3,350,000	
Noe Valley	4,189,500	
North Beach	3,287,000	
Ortega	3,382,000	
Park	1,244,500	
Parkside	2,736,000	
Portola	4,430,000	
Potrero	4,018,500	
Presidio	1,453,500	
Richmond	7,248,500	
Sunset	1,415,500	
Visitation Valley	5,158,500	
West Portal	3,904,500	
Western Addition	3,258,500	
Support Center / Brooks Hall	8,626,000	
Program wide Services	6,770,000	
Relocation/Moving Allowance	4,360,000	
Furniture Allowance	15,000,000	
Program Reserve	6,182,500	
TOTAL		\$133,265,000

A2. Revenue

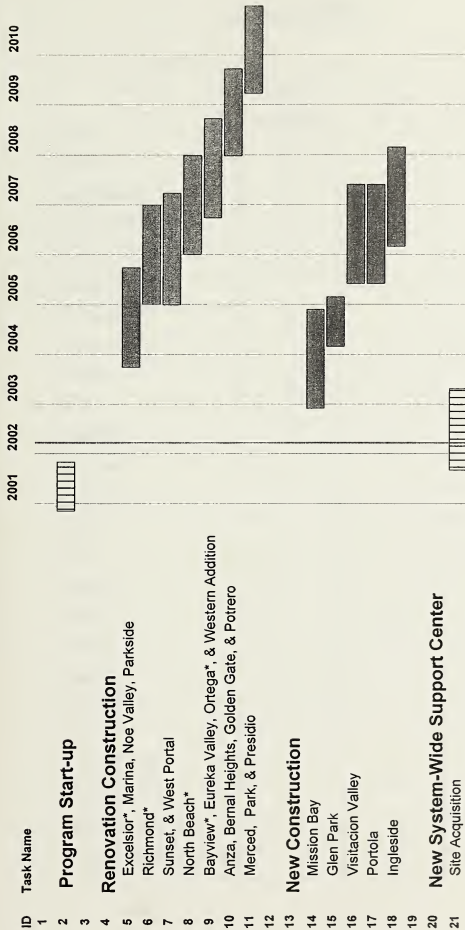
Branch Name	Amount	Totals
November 2000 Proposition A	105,865,000	
Earthquake Safety Program	2,400,000	
TBD	25,000,000	
TOTAL		\$133,265,000

A3. Schedule



MOU Schedule

Branch Library Improvements Bond Program





A4. Scope of Work

Branch Name	Renovation and/or Expansion	Site Acquisition	New Construction
Anza	X		
Bayview	X		
Bernal Heights	X		
Eureka Valley	X		
Excelsior	X		
Glen Park		X	X
Golden Gate	X		
Ingleside		X	X
Marina	X		
Merced	X		
Mission Bay		X	X
Noe Valley	X		
North Beach	X		
Ortega	X		
Park	X		
Parkside	X		
Portola		X	X
Potrero	X		
Presidio	X		
Richmond	X		
Sunset	X		
Visitation Valley		X	X
West Portal	X		
Western Addition	X		
Support Center / Brooks Hall		X	X



ATTACHMENT B

PROCEDURE FOR REVISIONS

The Baseline Management Plan is shown in Attachment A. Revisions shall be made using the Revision Authorization Form attached. Disagreements or comments on the approval of a revision should be noted and referred to the next level of approval. Each time this form is used, a revised Management Plan shall be attached and changes shall be shown graphically. The monthly Management Report and quarterly Financial Report subsequent to approval of a revision will reflect all changes. The Management Plan, its revisions and the revision procedure do not usurp or remove any approval requirements of Bond Sales or appropriations of City, State or private fund sources, but are a method to provide oversight to financial management of the Bond Program.

**BRANCH LIBRARY IMPROVEMENT PROGRAM
MANAGEMENT PLAN
REVISION AUTHORIZATION FORM**

DATE: / /

REVISION #:

DESCRIPTION OF THE REVISION

- ☐ BUDGET CHANGE: (CHECK ALL THAT APPLY)
 ☐ LEVEL 1 ☐ LEVEL 2 ☐ LEVEL 3 ☐ LEVEL 4
- ☐ REVENUE CHANGE
- ☐ SCHEDULE CHANGE
- ☐ SCOPE OF WORK CHANGE

REASON FOR THE REVISION

DESCRIBE COST IMPACTS

DESCRIBE SCHEDULE IMPACTS

ATTACHMENTS

☐ REVISED MANAGEMENT PLAN

☐ OTHER _____

APPROVALS

PROPOSED BY:

Marilyn M. Thompson Date
Program Manager
Public Works
COMMENTS:

Paul Underwood Date
Deputy City Librarian
Public Library
COMMENTS:

CHANGES TO PROJECT BUDGETS OR CHANGES TO SCHEDULE PHASES OR DISTRIBUTION OF ALLOWANCES:

☐ APPLICABLE

☐ NOT APPLICABLE

REVIEWED BY LIBRARY COMMISSION ON _____, 200

Mr. Edwin M. Lee Date
Director
Public Works
COMMENTS:

Susan Hildreth Date
City Librarian
Public Library
COMMENTS:

CHANGES TO PROGRAM TOTALS (BUDGET OR REVENUE) OR DISTRIBUTION OF PROGRAM RESERVE:

☐ APPLICABLE

☐ NOT APPLICABLE

ACTION TAKEN BY LIBRARY COMMISSION ON _____, 200

APPROVED Date
President
Library Commission

ATTACHMENT C

PROFESSIONAL SERVICES PROCUREMENT

DPW will provide management of the Program and contracts for design & construction, as required by City Administrative Code, Chapter 6:

SEC. 6.2. DEPARTMENTS OR COMMISSIONS EMPOWERED TO CONTRACT FOR PUBLIC WORKS OR RELATED PROFESSIONAL SERVICES.

Except as otherwise provided, the departments or commissions empowered on behalf of the City and County of San Francisco to contract for public works or improvements or professional services related to a public work or improvement are the Department of Public Works and the Airport, Port, Public Utilities, Recreation and Park and Public Transportation Commissions. All other departments or commissions must procure construction or related professional services through the Department of Public Works. (Added by Ord. 286-99, File No. 991645, App. 11/5/99; amended by Ord. 118-00, File No. 000478, App. 6/2/2000)

Procurement of professional consulting services shall be via qualification-based selection. DPW may also provide engineering & design services for projects, based on availability & expertise of staff at the time services are required, and where mutually agreed by SFPL and DPW.

It is hereby agreed that: The Scope of Work and Schedule are subject to change. Staffing availability and expertise over the next 10 years is unknown. Special expertise, the specific conditions associated with each project, and the timing of each project will impact the type and degree of technical services DPW is able to provide. The DPW Program Manager requires the flexibility to draw from all available resources to meet the Program budget.

Therefore, the following schedule has been developed for issuance of RFQ's. RFQ's coincide with program phases in Attachment A.2 and will provide pools of available consultants. These consultants may supplement DPW technical services or provide full design services, as needed and mutually agreed upon by SFPL and DPW. Such services will be agreed upon in advance on a project-by-project basis.

1. The first part of the document is a list of the names of the persons who have been appointed to the various offices of the corporation. The names are listed in alphabetical order, and each name is followed by the office to which he or she has been appointed.

Name		Office	
Mr. A. B. C.	President	Mr. D. E. F.	Vice-President
Mr. G. H. I.	Secretary	Mr. J. K. L.	Treasurer
Mr. M. N. O.	Director	Mr. P. Q. R.	Director
Mr. S. T. U.	Director	Mr. V. W. X.	Director
Mr. Y. Z. A.	Director	Mr. B. C. D.	Director
Mr. E. F. G.	Director	Mr. H. I. J.	Director
Mr. K. L. M.	Director	Mr. N. O. P.	Director
Mr. Q. R. S.	Director	Mr. T. U. V.	Director
Mr. W. X. Y.	Director	Mr. Z. A. B.	Director

Name		Office	
Mr. A. B. C.	President	Mr. D. E. F.	Vice-President
Mr. G. H. I.	Secretary	Mr. J. K. L.	Treasurer
Mr. M. N. O.	Director	Mr. P. Q. R.	Director
Mr. S. T. U.	Director	Mr. V. W. X.	Director
Mr. Y. Z. A.	Director	Mr. B. C. D.	Director
Mr. E. F. G.	Director	Mr. H. I. J.	Director
Mr. K. L. M.	Director	Mr. N. O. P.	Director
Mr. Q. R. S.	Director	Mr. T. U. V.	Director
Mr. W. X. Y.	Director	Mr. Z. A. B.	Director

The third part of the document is a list of the names of the persons who have been appointed to the various offices of the corporation. The names are listed in alphabetical order, and each name is followed by the office to which he or she has been appointed.

MOU RFQ Schedule

Branch Library Improvements Bond Program





ATTACHMENT D

DISTRIBUTION LIST

DISTRIBUTION LIST

SFPL

ADMINISTRATIVE TEAM

MANAGEMENT TEAM

BRANCHES

COMMISSION

DPW

DDE

OFFMA

DIRECTOR'S OFFICE

OTHER

FINANCIAL OVERSIGHT

MAYOR'S OFFICE

PROGRAM ADVISORY GROUP

Introduction

The purpose of this study is to investigate the effects of various factors on the growth of a population over time.

Year		Population		Growth Rate	
1980	1981	1982	1983	1984	1985
1000	1050	1100	1150	1200	1250
5%	5.5%	6%	6.5%	7%	7.5%
10%	10.5%	11%	11.5%	12%	12.5%
15%	15.5%	16%	16.5%	17%	17.5%
20%	20.5%	21%	21.5%	22%	22.5%
25%	25.5%	26%	26.5%	27%	27.5%
30%	30.5%	31%	31.5%	32%	32.5%
35%	35.5%	36%	36.5%	37%	37.5%
40%	40.5%	41%	41.5%	42%	42.5%
45%	45.5%	46%	46.5%	47%	47.5%
50%	50.5%	51%	51.5%	52%	52.5%
55%	55.5%	56%	56.5%	57%	57.5%
60%	60.5%	61%	61.5%	62%	62.5%
65%	65.5%	66%	66.5%	67%	67.5%
70%	70.5%	71%	71.5%	72%	72.5%
75%	75.5%	76%	76.5%	77%	77.5%
80%	80.5%	81%	81.5%	82%	82.5%
85%	85.5%	86%	86.5%	87%	87.5%
90%	90.5%	91%	91.5%	92%	92.5%
95%	95.5%	96%	96.5%	97%	97.5%
100%	100.5%	101%	101.5%	102%	102.5%

SF
P76
2
3/21/02
Draft

DRAFT



DOCUMENTS DEPT

APR 16 2002

San Francisco Public Library Commission SAN FRANCISCO
100 Larkin Street, San Francisco, CA 94102 PUBLIC LIBRARY
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, March 21, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, March 21, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:03PM by President Higuera

The following members were noted present: Commissioners Bautista, Coulter, Higuera, and Swig. Commissioners Chin, Steiman, and Streets were reported excused attendance.

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF FEB. 21, 2002

Public comment on AGENDA ITEM #1 APPROVAL OF FEB. 21, 2002 MINUTES

Mr. Ed Regan commented that his remarks had been accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF FEB. 21, 2002 MINUTES

MOTION: for approval of the February 21st Minutes by Commissioner Coulter, seconded by Commissioner Swig.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

Branch Bond Program Manager Marilyn Thompson introduced Mr. Mark Tororich, FAIA, of URS Corp, a respected professional architect and an author of the GSA design excellence procedures who made a presentation to the Commission on the federal General Services Administration (GSA) Design Excellence Program. Mr. Tororich reported that this model design excellence program promoted opportunities for a diverse group of architects, women, minorities and emerging talent to participate in designing federal government building projects. Mr. Tortorich then briefly outlined aspects of the program in a series of slides. In particular, Mr. Tortorich reported that design excellence programs such as this could reduce projects costs, improve quality of work done, and most importantly promote greater creativity in the work commissioned.

President Higuera called for special public comment on Mr. Torotrich's presentation.

Public comment on the DESIGN EXCELLENCE PRESENTATION

Mr. Peter Warfield inquired as to the relationship between the design excellence program described and the Library's plans for its branch libraries and expressed concern with what seemed to be limited opportunities for public comment or input from the general public.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102



Mr. Ed Regan inquired if information concerning the GSA Design Excellence Program could be made available. An anonymous member of the public found the discussion of excellence interesting and worthy goal to strive for. This person commented on the readability of the print used in the explanatory documents attached to the agenda and about what kind of design excellence program that the Commission might undertake.

Commission comment on the DESIGN EXCELLENCE PROGRAM

President Higuera noted that the federal design excellence program model could be adapted for the Commission's use and that there would be many opportunities for public comment on and input into the Branch Bond Program projects. In response to questions by President Higuera, Mr. Tortorich discussed how the architect's stipend aspects of the GSA Design Excellence Program worked. President Higuera noted that the Branch Library Bond Program would certainly benefit from the example provided by this model program. In response to a question by Commissioner Bautista, Mr. Tortorich discussed how a final project might be developed in ways significantly different from what was proposed during the competitive phase of seeking a potential architect.

AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT (continued)

Ms. Thompson gave the Commissioners a recap of the ongoing evolution of Bond Program schedule and budget noting no proposed changes and then she provided a review of the financial plan format. Ms. Thompson then outlined current expenditures and encumbrances. Ms. Thompson next gave a program schedule report highlighting the delay of the Prop. 14 (State Library Bond) application for the Richmond Branch Library until the 2nd cycle of that program. The Bond Program Manager then provided a brief overview of site acquisition activities since her last Bond Program report. Ms. Thompson next discussed in some detail the active projects at the Richmond Branch Library, the new Glen Park Branch Library, and the new Mission Bay Branch Library. The Bond Program Manager then highlighted Prop. 14 application work for the Excelsior Branch Library, preliminary outreach at the Noe Valley Branch, and reporting details of community meeting discussions concerning the development of these branch libraries. Lastly, Ms. Thompson provided information on upcoming community meetings hosted by the Library or where the Library would be making presentations on Bond related projects.

Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public called attention to the omission of discussion of an article appearing in the "Richmond ReView" that discussed concerns expressed by neighborhood residents at the Richmond Branch Library community meeting. The anonymous member of the public recommended that the Library Commission pay close attention to public input on this project. Mr. Jack Coll, a retired librarian, described his life long involvement with the Richmond Branch Library as a patron and staff librarian and expressed concerns with comments ascribed to library consultant Dallas Shafer that he felt over emphasized providing library resources in non-book formats at the expense of books.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

Mr. Coll described e-books as not having achieved the popularity with readers that their promoters suggested. Mr. Peter Warfield expressed concern that public comment was not being sought and that efforts directing public comment discouraged it. Mr. Warfield requested that he be provided with more information concerning these projects and more explanation of the details of the schedule's description of program phases 3,4, and 5. Mr. Warfield suggested that according to the schedule some libraries might be closed for 2 years and that the Library Commission had not made a decision to close libraries during the construction phases as reported.

Commission comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higuera, Ms. Thompson and the City Librarian discussed the issues involved in obtaining the \$10 million in Prop. 14 funds needed to make sure that the bond projects were fully funded. In response to another query by President Higuera regarding the Library Administration's general philosophy concerning branch closures during the course of the Bond Program, the City Librarian reported that a staff task force was working on those issues and a report would be brought to the Commission for discussion. In answer to questions by Commissioner Bautista, the City Librarian described in some detail the questions and issues raised at the Richmond Branch Library community meeting. Commissioner Coulter inquired concerning reports that the Friends of Noe Valley were considering mounting an effort to raise additional funds for an as yet unspecified additional expansion of that branch library, noting that while it could be considered, doing so might significantly push back work on that project.

AGENDA ITEM #3 MOU DPW and the LIBRARY

Marilyn Thompson briefly outlined aspects of the proposed Memorandum of Understanding (MOU) between the Department of Public Works (DPW) and the Library for the management and oversight of the Branch Library Bond Program. Ms. Thompson then requested Commission and public comment on the proposed terms of agreement.

Public comment on AGENDA ITEM #3 MOU DPW and the LIBRARY

An anonymous member of the public noted that while this agreement promises to clarify the relationship between the Library and DPW, previous experience with the Main Library project indicated that it was necessary that an outside party take a role such as that played by (former San Francisco Chief Administrative Officer) Rudy Nothenberg for the Main Library in making the final decisions. This individual additionally commented that the proposed agreement gave the Department of Public Works strong responsibility leaving the Library in a secondary position, that no clear final authority was defined, and that it made no clear delineation of the proposed program. Mr. Ed Regan suggested that the Library hire a team of carpenters to make furniture for its use and for other city departments. Mr. Peter Warfield inquired regarding which document was being considered. Mr. Warfield noted serious deficiencies in the proposed agreement: lack of a clear procedure for revisions; no indication of ultimate responsibility; and no provision for public discussion of MOU related matters. Mr. Warfield also found that there was no clear statement concerning financial oversight.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Commission comment on AGENDA ITEM #3 MOU DPW and the LIBRARY

Commissioner Coulter recalled the important role that former Chief Administrative Officer Rudy Nothenberg had played in overseeing the construction of the Main Library, calling particular attention to his ability to get needed timely responses from other city departments involved in the project. Commissioner Coulter recalled difficulties that the Commission had experienced in dealings with the Bureau of Architecture and discussed how the Library had hired a librarian to monitor work being done on the Main Library to maintain oversight on what was happening as construction went forward. In response to a question by President Higuera regarding the Library being billed for non-project charges by the Public Works, Ms. Thompson clarified that budgetary control would be maintained over project expenditures by not releasing funds to pay invoices until the Library's Project Manager was satisfied with progress of the work and not paying for work not done on library projects. Commissioner Coulter stated that he wished it to be made completely clear that City Librarian backed by the Library Commission would make the final decision on what was done on these projects. President Higuera observed that the Library Commission was in the end accountable for what was done on the projects and noted that the best candidate for Project Manager had been selected. President Higuera remarked the Project Manager would be working in-house with library staff, and had developed a personal focus on the success of these projects. President Higuera further noted that the Library Commission had taken ownership of these projects, would be exercising greater oversight, and that the buck would stop with the Library Commission. In response to questions by President Higuera, Ms. Thompson discussed how she proposed to address revisions and changes in the bond program, as they became necessary. Ms. Thompson remarked that DPW could provide project services similar to those offered by private firms per agreement with the library. She also commented that funds would not be made available until a project was approved and if DPW ran up unapproved cost overruns they would have to find the funds to pay them. In response to a question by Commissioner Bautista, the City Librarian reported that the Bond Oversight Committee would receive the same information on bond program projects provided to the Library Commission.

AGENDA ITEM #4 GIFT RECOGNITION POLICY

City Librarian Susan Hildreth gave a brief outline of the proposed gift recognition policy then introduced Library Public Affairs Chief Marcia Schneider who discussed and showed examples of the various kinds of donor recognition signage that could be considered for this purpose. Ms. Hildreth emphasized that approval by the City Librarian and the Library Commission would be required for any program of donor recognition plaques in branch libraries, but that approval of this policy would allow display of such plaques.

Public comment on AGENDA ITEM #4 GIFT RECOGNITION POLICY

An anonymous member of the public remarked that at least the Library was honest that this policy was not passed for the Main Library and that the Friends and Foundation as a private organization should not be involved in providing recognition in a public institution. The anonymous member of the public suggested that any such recognition of donors should be provided by the public library in a public way. Ms. Deborah Doyle, President of the

The number of members of the public who spoke anonymously at this meeting. 1

Friends and Foundation noted the previous successful partnerships between the Library and the Friends and Foundation on the Mission and Oceanview Branch Library campaigns. Ms. Doyle remarked that the Friends and Foundation welcomed Library Commission oversight of this program, noting its purpose was to properly thank the people of San Francisco for their support for their public libraries. Ms. Sue Cauthen observed that virtue should be its own reward and that if necessary recognition should be provided by small tasteful signs. Ms. Cauthen additionally, suggested that small donors be given recognition as well. Mr. Peter Warfield agreed that virtue should be its own reward, suggesting that anonymous donations were the highest virtue. Mr. Warfield asked what kind of recognition he would receive if he were to raise money for the library, raised questions concerning accountability for these funds and what overhead would be charged. Mr. Warfield suggested that the Library was giving privileges away and that this policy should be reconsidered or rejected. Ms. Jeannene Przyblyski, Noe Valley, commented that gift recognition was a sensitive issue but that gratitude for private support was appropriate. Ms. Przyblyski recommended that any such recognition be sensitive to the community and reject inappropriate gifts. She also called attention to the support that the Friends of Noe Valley had given to the Library to promote a community sensitive renovation of their branch library.

Commission comment on AGENDA ITEM #4 GIFT RECOGNITION POLICY

Commissioner Coulter found the proposed policy acceptable and recalled the positive experience in recognizing donors during the Main Library campaign, especially the important contributions of the late Mel Swig and Mrs. Charlotte Swig in achieving its great success. Commissioner Coulter observed that he didn't believe that it was necessary that the Commission approve every sign, but that they should approve the program for placing such signs at branch libraries. The City Librarian recalled and lauded the important support that the Friends and Foundation had provided to the Library and looked forward to decades of successful collaboration in support of the libraries. Commissioner Bautista raised the importance of a common artistic theme for the signs, noting a representation of a donor tree as a possible concept. Commissioner Bautista then informed Mr. Warfield that should he wish to raise large amounts of money for the Branch Library Capital Campaign he would be given recognition. In response to questions by Commissioner Bautista, Ms. Hildreth noted that a professional signage expert would be used to develop signs in a tasteful and thematically related format. Commissioner Coulter noted that many people donated so that their grandchildren would be able to see their contribution and that there were many good reasons for people to make donations in support of the library. President Higuera commented that it was important that donor recognition be done properly and that he would prefer that names were collected in one place rather than scattered about throughout the branch library. In response to questions by President Higuera, Martín Gómez, Executive Director of the Friends and Foundation, discussed how they planned to keep overhead costs down and that he would bring a report on that matter to the Library Commission. Commissioner Swig recommended that the various criteria for recognition be fully developed and then brought back to the Commission for its approval. Mr. Gómez

reported that he would work closely with the City Librarian to address these concerns as well as meet the needs of the various communities.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the proposed Gift Recognition Policy be adopted.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

Agenda item #5 PUBLIC COMMENT

An anonymous member of the public thanked Commissioner Bautista for acknowledging receipt of a copy of the "Richmond ReView" article and questioned whether they were receiving all of the materials that they should be as required by their public records request. The anonymous member of the public then commented on the work of Douglas MacGregor suggesting that it demonstrated the superiority of organizations based on inclusive and democratic principles.

Agenda Item #6 ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on Agenda item #6 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

The meeting was adjourned at 6:10PM.

Michael Housh, Commission Secretary 3/30/02

The number of members of the public who spoke anonymously at this meeting. 1

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Minutes of the regular Commission Meeting of March 21, 2002

Appendix A

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APR 23 2002



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, March 21, 2002. (Approved April 18, 2001)

The San Francisco Public Library Commission held a regular meeting on Thursday, March 21, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:03PM by President Higuera

The following members were noted present: Commissioners Bautista, Coulter, Higuera, and Swig. Commissioners Chin, Steiman, and Streets were reported excused attendance.

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF FEB. 21, 2002

Public comment on AGENDA ITEM #1 APPROVAL OF FEB. 21, 2002 MINUTES

Mr. Ed Regan commented that his remarks had been accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF FEB. 21, 2002 MINUTES

MOTION: for approval of the February 21st Minutes by Commissioner Coulter, seconded by Commissioner Swig.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

Branch Bond Program Manager Marilyn Thompson introduced Mr. Mark Tororich, FAIA, of URS Corp, a respected licensed architect intimately involved and well versed with the federal General Services Administration (GSA) Design Excellence Program. Mr. Tororich reported that this model design excellence program promoted opportunities for a diverse group of architects, women, minorities and emerging talent to participate in designing federal government building projects. Mr. Tortorich then briefly outlined aspects of the program in a series of slides. In particular, Mr. Tortorich reported that design excellence programs such as this could reduce projects costs, improve quality of work done, and most importantly promote greater creativity in the work commissioned.

President Higuera called for special public comment on Mr. Tororich's presentation.

Public comment on the DESIGN EXCELLENCE PRESENTATION

Mr. Peter Warfield inquired as to the relationship between the design excellence program described and the Library's plans for its branch libraries and expressed concern with what seemed to be limited opportunities for public comment or input from the general public.



SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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Commission comment on AGENDA ITEM #1 APPROVAL OF FEB. 21, 2002 MINUTES

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ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

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Public comment on the DESIGN EXCELLENCE PRESENTATION

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Mr. Ed Regan inquired if information concerning the GSA Design Excellence Program could be made available. An anonymous member of the public found the discussion of excellence interesting and worthy goal to strive for, and inquired about what kind of design excellence program that the Commission might undertake.

Commission comment on the DESIGN EXCELLENCE PROGRAM

President Higuera noted that the federal design excellence program model could be adapted for the Commission's use and that there would be many opportunities for public comment on and input into the Branch Bond Program projects. In response to a question by President Higuera, Mr. Tortorich discussed the architect's stipend for participating in the design competition element of the program. President Higuera noted that the Branch Library Bond Program would certainly benefit from the example provided by this model program. In response to a question by Commissioner Bautista, Mr. Tortorich discussed how a final project might be developed in ways significantly different from what was proposed during the competitive phase when seeking a potential architect.

AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT (continued)

Ms. Thompson gave the Commissioners a recap of the ongoing evolution of Bond Program schedule and budget noting no proposed changes and then she provided a review of the financial plan format. Ms. Thompson then outlined current expenditures and encumbrances. Ms. Thompson next gave a program schedule report highlighting the delay of the Prop. 14 (State Library Bond) application for the Richmond Branch Library. The Bond Program Manager then provided a brief overview of site acquisition activities since her last Bond Program report. Ms. Thompson next discussed in some detail the active projects at the Richmond Branch Library, the new Glen Park Branch Library, and the new Mission Bay Branch Library. The Bond Program Manager then highlighted Prop. 14 application work for the Excelsior Branch Library, preliminary outreach at the Noe Valley Branch, and reporting details of community meeting discussions concerning the development of these branch libraries. Finally, Ms. Thompson provided information on upcoming community meetings hosted by the Library or where the Library would be making presentations on Bond related projects.

Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public called attention to the omission of discussion of an article appearing in the "Richmond ReView" that discussed concerns expressed by neighborhood residents at the Richmond Branch Library community meeting. The anonymous member of the public recommended that the Library Commission pay close attention to public input on this project. Mr. Jack Coll, a retired librarian, described his life long involvement with the Richmond Branch Library as a patron and staff librarian and expressed concerns with comments ascribed to library consultant Dallas Shafer that he felt over emphasized providing library resources in non-book formats at the expense of books.

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Mr. Coll described e-books as not having achieved the popularity with readers that their promoters suggested. Mr. Peter Warfield expressed concern that public comment was not being sought and that efforts directing public comment discouraged it. Mr. Warfield requested that he be provided with more information concerning these projects and more explanation of the details of the schedule's description of program phases 3,4, and 5. Mr. Warfield suggested that according to the schedule some libraries might be closed for 2 years and that the Library Commission had not discussed a decision to close libraries during the construction phases as reported.

Commission comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higuera, Ms. Thompson and the City Librarian discussed the issues involved in obtaining the \$10 million in Prop. 14 funds needed to make sure that the bond projects were fully funded. In response to another query by President Higuera regarding the Library Administration's general philosophy concerning branch closures during the course of the Bond Program, the City Librarian reported that a staff task force was working on those issues and a report would be brought to the Commission for discussion. In answer to questions by Commissioner Bautista, the City Librarian described in some detail the questions and issues raised at the Richmond Branch Library community meeting. Commissioner Coulter inquired concerning reports that the Friends of Noe Valley were considering mounting an effort to raise additional funds for an as yet unspecified additional expansion of that branch library, noting that while it could be considered, doing so might significantly push back work on that project.

AGENDA ITEM #3 MOU DPW and the LIBRARY

Marilyn Thompson briefly outlined aspects of the proposed Memorandum of Understanding (MOU) between the Department of Public Works (DPW) and the Library for the management and oversight of the Branch Library Bond Program. Ms. Thompson then requested Commission and public comment on the proposed terms of agreement.

Public comment on AGENDA ITEM #3 MOU DPW and the LIBRARY

An anonymous member of the public noted that while this agreement promises to clarify the relationship between the Library and DPW, previous experience with the Main Library project indicated that it was necessary that an outside party take a role such as that played by (former San Francisco Chief Administrative Officer) Rudy Nothenberg for the Main Library in making the final decisions. This individual additionally commented that the proposed agreement gave the Department of Public Works strong responsibility leaving the Library in a secondary position, which he alluded might be the case in the current bond program. Mr. Ed Regan suggested that the Library hire a team of carpenters to make furniture for its use and for other city departments. Mr. Peter Warfield inquired regarding which document was being considered. Mr. Warfield noted serious deficiencies in the proposed agreement: lack of a clear procedure for revisions; no indication of ultimate responsibility; and no provision for public discussion of MOU related matters. Mr. Warfield also found that there was no clear statement concerning financial oversight.

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Commission comment on AGENDA ITEM #3 MOU DPW and the LIBRARY

Commissioner Coulter recalled the important role that former Chief Administrative Officer Rudy Nothenberg had played in overseeing the construction of the Main Library, calling particular attention to his ability to get needed timely responses from other city departments involved in the project. Commissioner Coulter recalled difficulties that the Commission had experienced in dealings with the Bureau of Architecture and discussed how the Library had hired a librarian to monitor work being done on the Main Library to maintain oversight on what was happening as construction went forward. In response to a question by President Higuera regarding the Library being billed for non-project charges by the Public Works, Ms. Thompson clarified that budgetary control would be maintained over project expenditures by not releasing funds to pay invoices until the Library's Project Manager was satisfied with progress of the work and not paying for work not done on library projects. Commissioner Coulter stated that he wished it to be made completely clear that City Librarian backed by the Library Commission would make the final decision on what was done on these projects. President Higuera observed that the Library Commission was in the end accountable for what was done on the projects and noted that the best candidate for Project Manager had been selected. President Higuera remarked the Project Manager would be working in-house with library staff, and had developed a personal focus on the success of these projects. President Higuera further noted that the Library Commission had taken ownership of these projects, would be exercising greater oversight, and that the buck would stop with the Library Commission. In response to questions by President Higuera, Ms. Thompson discussed how she proposed to address revisions and changes in the bond program, as they became necessary. Ms. Thompson remarked that DPW could provide project services similar to those offered by private firms per agreement with the library. She also commented that funds would not be made available until a project was approved and if DPW ran up unapproved cost overruns they would have to find the funds to pay them. In response to a question by Commissioner Bautista, the City Librarian reported that the Bond Oversight Committee would receive the same information on bond program projects provided to the Library Commission.

AGENDA ITEM #4 GIFT RECOGNITION POLICY

City Librarian Susan Hildreth gave a brief outline of the proposed gift recognition policy then introduced Library Public Affairs Chief Marcia Schneider who discussed and showed examples of the various kinds of donor recognition signage that could be considered for this purpose. Ms. Hildreth emphasized that approval by the City Librarian and the Library Commission would be required for any program of donor recognition plaques in branch libraries, but that approval of this policy would allow display of such plaques.

Public comment on AGENDA ITEM #4 GIFT RECOGNITION POLICY

An anonymous member of the public remarked that at least the Library was honest that this policy was not passed for the Main Library and that the Friends and Foundation as a private organization should not be involved in providing recognition in a public institution. The anonymous member of the public suggested that any such recognition of donors should be provided by the public library in a public way. Ms. Deborah Doyle, President of the

The number of members of the public who spoke anonymously at this meeting. 1

Friends and Foundation noted the previous successful partnerships between the Library and the Friends and Foundation on the Mission and Oceanview Branch Library campaigns. Ms. Doyle remarked that the Friends and Foundation welcomed Library Commission oversight of this program, noting its purpose was to properly thank the people of San Francisco for their support for their public libraries. Ms. Sue Cauthen observed that virtue should be its own reward and that if necessary recognition should be provided by small tasteful signs. Ms. Cauthen additionally, suggested that small donors be given recognition as well. Mr. Peter Warfield agreed that virtue should be its own reward, suggesting that anonymous donations were the highest virtue. Mr. Warfield asked what kind of recognition he would receive if he were to raise money for the library, raised questions concerning accountability for these funds and what overhead would be charged. Mr. Warfield suggested that the Library was giving privileges away and that this policy should be reconsidered or rejected. Ms. Jeannene Przyblyski, Noe Valley, commented that gift recognition was a sensitive issue but that gratitude for private support was appropriate. Ms. Przyblyski recommended that any such recognition be sensitive to the community and reject inappropriate gifts. She also called attention to the support that the Friends of Noe Valley had given to the Library to promote a community sensitive renovation of their branch library.

Commission comment on AGENDA ITEM #4 GIFT RECOGNITION POLICY

Commissioner Coulter found the proposed policy acceptable and recalled the positive experience in recognizing donors during the Main Library campaign, especially the important contributions of the late Mel Swig and Mrs. Charlotte Swig in achieving its great success. Commissioner Coulter observed that he didn't believe that it was necessary that the Commission approve every sign, but that they should approve the program for placing such signs at branch libraries. The City Librarian recalled and lauded the important support that the Friends and Foundation had provided to the Library and looked forward to decades of successful collaboration in support of the libraries. Commissioner Bautista raised the importance of a common artistic theme for the signs, noting a representation of a donor tree as a possible concept. Commissioner Bautista then informed Mr. Warfield that should he wish to raise large amounts of money for the Branch Library Capital Campaign he would be given recognition. In response to questions by Commissioner Bautista, Ms. Hildreth noted that a professional signage expert would be used to develop signs in a tasteful and thematically related format. Commissioner Coulter noted that many people donated so that their grandchildren would be able to see their contribution and that there were many good reasons for people to make donations in support of the library. President Higuera commented that it was important that donor recognition be done properly and that he would prefer that names were collected in one place rather than scattered about throughout the branch library. In response to questions by President Higuera, Martín Gómez, Executive Director of the Friends and Foundation, discussed how they planned to keep overhead costs down and that he would bring a report on that matter to the Library Commission. Commissioner Swig recommended that the various criteria for recognition be fully developed and then brought back to the Commission for its approval. Mr. Gómez

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reported that he would work closely with the City Librarian to address these concerns as well as meet the needs of the various communities.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the proposed Gift Recognition Policy be adopted.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

Agenda item #5 PUBLIC COMMENT

An anonymous member of the public thanked Commissioner Bautista for acknowledging receipt of a copy of the "Richmond ReView" article and questioned whether they were receiving all of the materials that they should be as required by their public records request. The anonymous member of the public then commented on the work of Douglas MacGregor suggesting that it demonstrated the superiority of organizations based on inclusive and democratic principles.

Agenda Item #6 ADJOURNMENT

MOTION: by Commissioner Chin, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on Agenda item #6 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Swig)

The meeting was adjourned at 6:10PM.

Michael Housh, Commission Secretary 4/19/02

The number of members of the public who spoke anonymously at this meeting. 1

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Minutes of the regular Commission Meeting of March 21, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 21, 2002

Item 2(a):

Bond Program Manager's Report (General Services Administration Design Excellence Program)

"I am always interested in any discussion that involves the term 'excellence.' It is a much maligned and overused term but it is something to strive for.

There is a document attached to the agenda based on the description of explanatory documents and I cannot read it even with my glasses on. I wish that were not true.

I do look forward to a program before this commission which is dedicated to excellence and I hope it is consist with the presentation we just heard."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 21, 2002

Item 2(b):

Bond Program Manager's Report

"The glaring omission in this discussion is any mention of the article in the Richmond Review that was brought up at the last meeting and specifically requested by Commissioner Coulter as something that should be provided to the commission.

I make a public document request for everything provided to you and it was not in the packet.

The notes provided for the Richmond meeting are interrogatory in nature, but the description in the Richmond Review indicated very strong opinions.

This brings up the subject of this commission's ability to monitor and assimilate the public input that is being gathered. One wonders if you are getting a direct and undiluted picture of the public input."

Minutes of the regular Commission Meeting of March 21, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 21, 2002

Item 3:

MOU/Dpt. of Public Works and the Library

"The promise of this item is that it clarifies the relationship between DPW and the Library. I wish that were true.

I have been a critic of this building, but it did provide a valuable lesson. When it came to dealing with DPW or the direction of the project, Rudy Nothenberg said, the buck stops here.

I am concerned about this project's place on Mr. Nothenberg's radar, but one suspects things could have been much worse if he had not done that.

This document places DPW in a strong position and gives the library a secondary, watch-and-wait position. Please correct me if I am wrong. There is a virtue in having some individual with direct authority.

We have a few planning documents, but there is no clear program. So there is a great concern about what accountability means in this context."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 21, 2002

Item 4: Gift Recognition Policy

"I am reminded of a French teacher of mine who when something was said that was inappropriate would say, 'Au moins, il est honnête.' This means roughly, at least he is honest. Perhaps I should just say that.

At least this is before the project is completed, where it belongs, unlike the main library.

The fact remains that the Friends and Foundation are a private organization. They claim to be public spirited, but as soon as there is a question, they claim the full advantages of being private. Those advantages are secrecy, willfulness and their personal discretion.

Many of the donors who give them money would be equally willing to money to a public institution in a public way. I suggest you take out every reference to the Friends and Foundation, and give recognition to people who give money to the public library for public purposes."

Minutes of the regular Commission Meeting of March 21, 2002

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, March 21, 2002

Item 5:

Public Comment

"I find it disturbing that my citizen summaries attached to the minutes were delivered to the secretary on Friday and were not distributed to you or the public.

Management issues have been discussed throughout this meeting. I have mentioned Douglas MacGregor before, who faced the common question after World War II of whether there was something about a democratic army that made it prevail in the war. What he found was that there were profound reasons why a democratic army was stronger having to do with respect for the individual soldier. He tried to adapt those organizational principles to management.

Modern business has shown us that respect for the worker and communication from that worker that gives an organization power.

That philosophy of respect for the lowest level worker is the modern management philosophy and those who talked about visionaries and good people were taking us back to the 19th Century."

San Francisco Public Library Commission Policy Manual

Gift Recognition Policy

Policy #602

Section: Facilities

Adopted: March 21, 2002

Whereas, on November 7, 2000, the people of San Francisco approved Proposition A, a \$105.8 million bond measure, to fund the acquisition, construction and renovation of neighborhood branch libraries and other library facilities; and

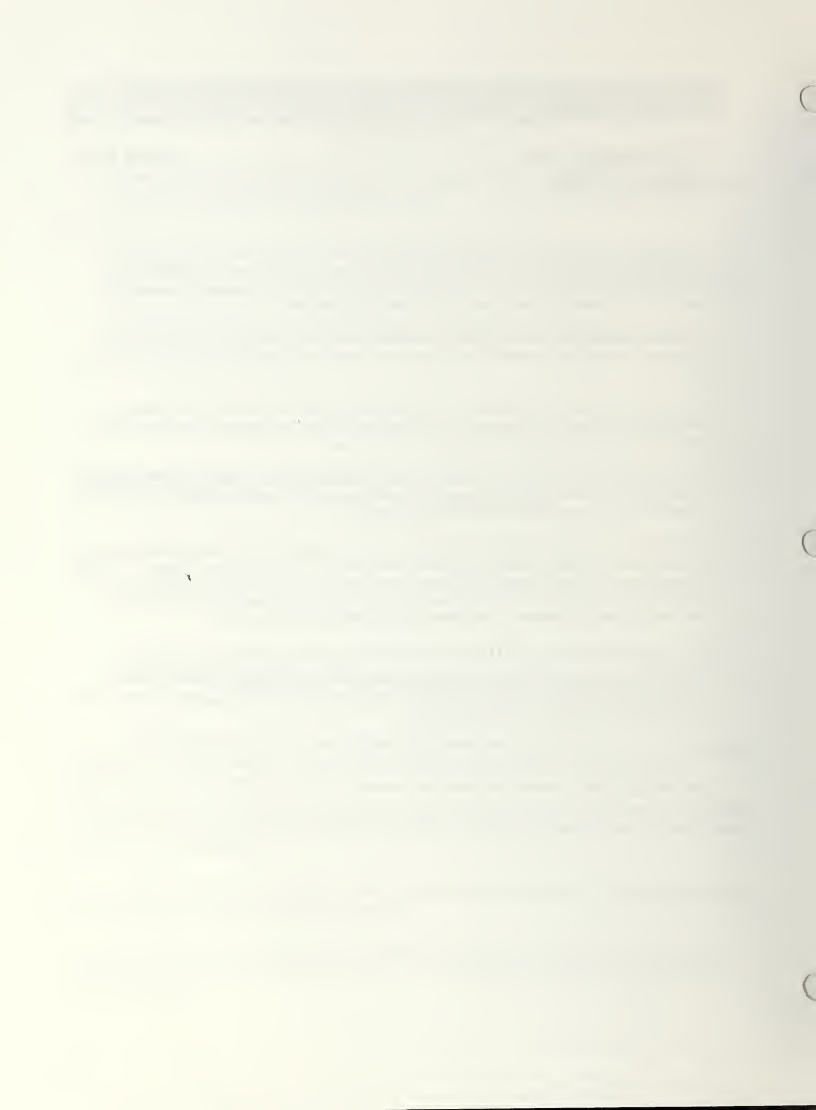
Whereas, Proposition A bond funds by law cannot be used to purchase furniture, fixtures, equipment, and materials needed for the new and renovated neighborhood branch libraries; and

Whereas, the Friends & Foundation of the San Francisco Public Library is committed to raising \$15 million to purchase the needed furniture, fixtures, equipment, and materials not provided for in the passage of Proposition A (2000); and

Whereas, the San Francisco Public Library Commission wishes to recognize the generosity of the Friends & Foundation and its donors by offering suitable and appropriate opportunities for recognition within branch libraries;

NOW THEREFORE BE IT RESOLVED that any and all neighborhood branch libraries of the San Francisco Public Library may display such plaques or other forms of donor recognition as the City Librarian shall deem appropriate to honor the Friends and Foundation and contributors to the Friends & Foundation's neighborhood branch library furniture, fixtures, equipment, and materials fundraising campaign; and

BE IT FURTHER RESOLVED that the San Francisco Public Library Commission shall review and approve the design and location for such plaques or other forms of donor recognition as part of its review and approval of each neighborhood branch library's construction or renovation plans.



Design Excellence Program

Create Opportunity
for Small Business
and Emerging Talent
Stress Creativity
Reduce Cost
Improve Quality



Dworsky Associates

Design Excellence Program

Advertisement

Pre-Submittal

Conference

Architect Portfolio

Shortlist

Interview A/E Team

Visioning

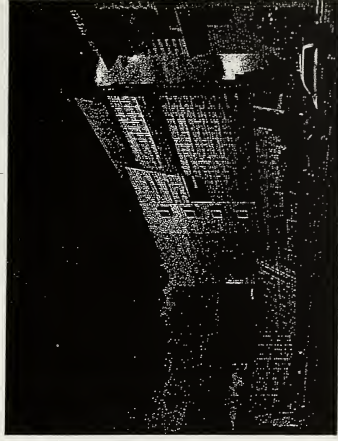
Competition *optional*



MRY, Gruen, Brayton & Hughes

Design Excellence Program

Professional Peer
Advisors
Public Advisory
Panel for Specific
Projects
Awards Program
Monographs



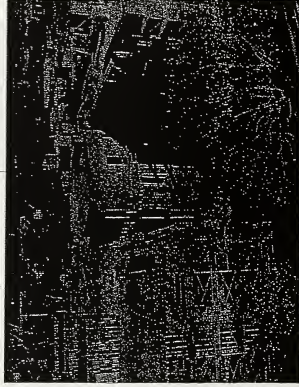
Morphosis Smith Group

Application to Contra Costa

5 New Construction
Projects

Courthouse, MOB,
Juvenile Hall, EOC

Visioning Competition
for County
Administration



Anshen + Allen

Visioning Competition

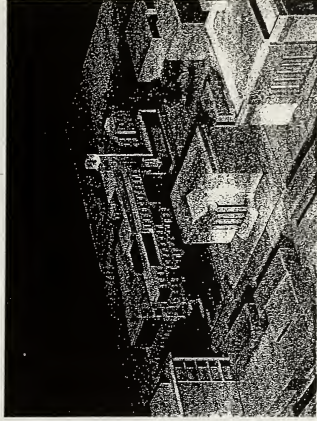
Architect Portfolio

Shortlist

Visioning Design
Interview

Professional and
Technical Juries

Stipend to Finalists



CannonDesign

Post Competition

Town Hall Meetings
Community Reaction
Feedback to Design Team



Moore Ruble Yudell

Library Commission

March 21, 2002

1. Approval of Minutes

Explanatory document available:

Draft Minutes

2. Bond Program Manager's Report

Informational Presentation

"Design Excellence Programs"

Mark Tortorich, URS Corporation, FAIA

Regular Reports

Program Budget Report

- Recap:

10-10-01 Baseline Budget established

12-20-01 Glen Park increased

12-20-01 Reviewed possible Mission Bay increases (budget will be revised in April with Purchase & Sale Agreement)

01-17-02 Increased program-wide Reserve

01-17-02 Created single Art Enrichment fund

TODAY- No Changes

Budget Report Structure- Rows

Level 2- by Phase

Phase 0 (property acquisitions)

Phase 1 (9/01 start)

Phase 2 (6/02 start)

Phase 3 (6/04 start)

Phase 4 (6/05 start)

Phase 5 (1/07 start)

Level 3- by Branch

Excelsior

Marina...

Level 4- by Category

Hard Costs

Soft Costs

FF&E

Relocation / Moving

Budget Report Structure- Columns

Budget			Revenue				
			All fund sources		Includes encumbrances		
Orig 10/01	Current 2/02	Prop'd 03/02	Strategy	Appropriated	Budget	Actual	Balance

Program Budget Report

Explanatory document available:
Current Budget Report dated 3/21/02

Program Schedule Report

- Recap:

10-10-01 Baseline Schedule established

12-20-01 Glen Park moved up

01-17-02 Detailed schedules Phases 1-2 issued

02-21-02 Revised to reflect Prop 14 strategy & revised
Mission Bay to latest SFRDA schedule

TODAY- Detailed schedules all Phases

Program Schedule Report

Explanatory documents available:

New Construction Detailed Schedule dated 03/21/02

Phases 1-5 Detailed Schedules dated 03/21/02

Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley
- Support Services Center

Active Projects Reports

- Richmond
- Glen Park
- Mission Bay
- Excelsior
- Noe Valley

Community Outreach Update

- Library sponsored meetings:

- 3/18 Mission Bay Community Meeting
- 3/23 Excelsior Community Meeting
- 4/3 Ingleside Community Meeting
- 4/10 Bond Program Advisory Committee
- 4/20 Excelsior Community Meeting

- Library invited as guest:

- 3/9 District 11 Council
- 3/12 Cayuga Improvement Association
- 3/14 J Denman Middle School Literacy Night
- 3/25 Excelsior Teen Center Advisory Board
- 3/26 Excelsior District Improvement Association
- 4/25 Council of Neighborhood Libraries (standing quarterly invitation)

Community Outreach Notes

- The following meeting notes are available:

- 2/23 Richmond Community Meeting
- 3/6 Portola Community Meeting
- 3/14 Friends of Noe Valley Meeting

Special Reports

There are no special reports this month.

3. MOU between DPW & SFPL

Explanatory document available:

Memorandum of Understanding dated March 2002

Purpose

- To establish roles & responsibilities of the two City Departments.
- To establish a baseline for the three project controls: budget, scope, schedule.
- To create a process for revisions.
- An agreement between two Department Directors- soliciting input from public & Commission.

Budget

Branch Name	Amount	Total
Alhambra	4,503,000	
Arroyo View	3,629,000	
Bernal Heights	5,082,500	
Encino Valley	4,351,000	
Esteban	3,829,000	
Glenn Park	4,668,000	
Golden Gate	5,073,000	
Inglewood	4,430,000	
Merima	3,204,500	
Merced	3,299,000	
Mission Bay	3,350,000	
Nor Valley	4,189,500	
North Beach	3,287,000	
Ortega	3,382,000	
Park	1,244,500	
Pasadena	2,738,000	
Pasadena	4,430,000	
Pasadena	4,919,500	
Presidio	1,453,500	
Richmond	2,248,500	
Sunset	1,415,500	
Union City Valley	5,158,500	
West Portal	3,204,500	
Western Addition	3,258,500	
Support Center / Brooks Hall	8,876,000	
Program wide Services	6,770,000	
Relocation/Moving Allowance	4,360,000	
Furniture Allowance	15,000,000	
Program Reserve	5,182,500	
TOTAL		113,366,000

By Project

Note
Allowances &
Reserve

Program wide

2500

[illegible]

3 categories

Each Name	Renovation and/or Expansion	Site Acquisition	New Construction
	X		
W	X		
Heights	X		
Valley	X		
or	X		
ark		X	X
Gate	X		
de		X	X
s	X		
J	X		
Bay		X	X
city	X		
Branch	X		
	X		
de	X		
s		X	X
>	X		
e			
and	X		
	X		
ica Valley		X	X
total	X		
n Addition	X		
ns Center / Hall		X	X

Revision Procedure

- Any changes to Budget, Revenue, Schedule, Scope of Work as appended in MOU
- Must be proposed by both Departments

Revision Procedure

- Changes to Project Budgets (moving funds between projects or to Program Reserve)
- Changes to Schedule Phases (changing the time a project will occur)
- Distribution of funds from allowances to projects (appropriating FF&E or moving costs to a project)
- Requires review at a Library Commission meeting
- Requires approval by Department Directors

Revision Procedure

- Changes to Program Totals (revising funding strategy, accepting additional or reducing funds, increasing program budget)
- Distribution of funds from Program Reserve to projects
- Requires approval by Department Directors
- Requires action by Library Commission

4. Gift Recognition Policy

Explanatory document available:

Draft Gift Recognition Policy

5. Public Comment

6. Adjournment

MEMORANDUM OF UNDERSTANDING

BETWEEN

DEPARTMENT OF PUBLIC WORKS

AND

SAN FRANCISCO PUBLIC LIBRARY

FOR THE

**FINANCIAL MANAGEMENT OF THE BRANCH LIBRARY IMPROVEMENT
PROGRAM**

MARCH 2002

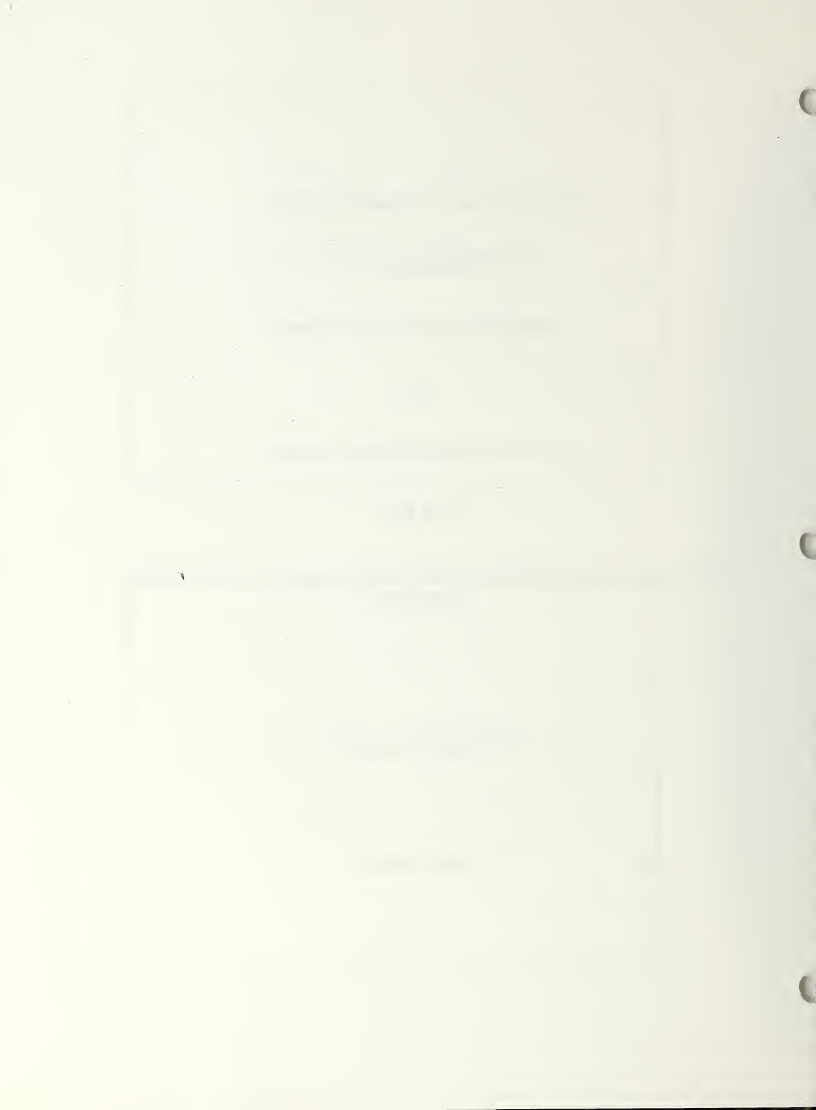


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MEMORANDUM OF UNDERSTANDING

ATTACHMENT A: BASELINE MANAGEMENT PLAN

- A1. Budget
- A2. Revenue
- A3. Schedule
- A4. Scope of Work

ATTACHMENT B: PROCEDURE FOR REVISIONS

ATTACHMENT C: PROFESSIONAL SERVICES PROCUREMENT

ATTACHMENT D: FINANCIAL PLAN DISTRIBUTION LIST

This Memorandum of Understanding (MOU) is between the Department of Public Works (DPW) and the San Francisco Public Library (SFPL). The purpose is to establish a Baseline Management Plan and outline the process for the management of the Program. SFPL is responsible to provide the funding in the amount shown or as amended. DPW cannot certify contracts nor provide labor until funds are in place. SFPL, with assistance from DPW, is responsible for grant management, billings and informing DPW of grant eligibility requirements. DPW is responsible to manage funds in accordance with the financial plan, assist SFPL in procuring funding, and comply with all fund source requirements. Amendments to this MOU will be added as fund sources are determined.

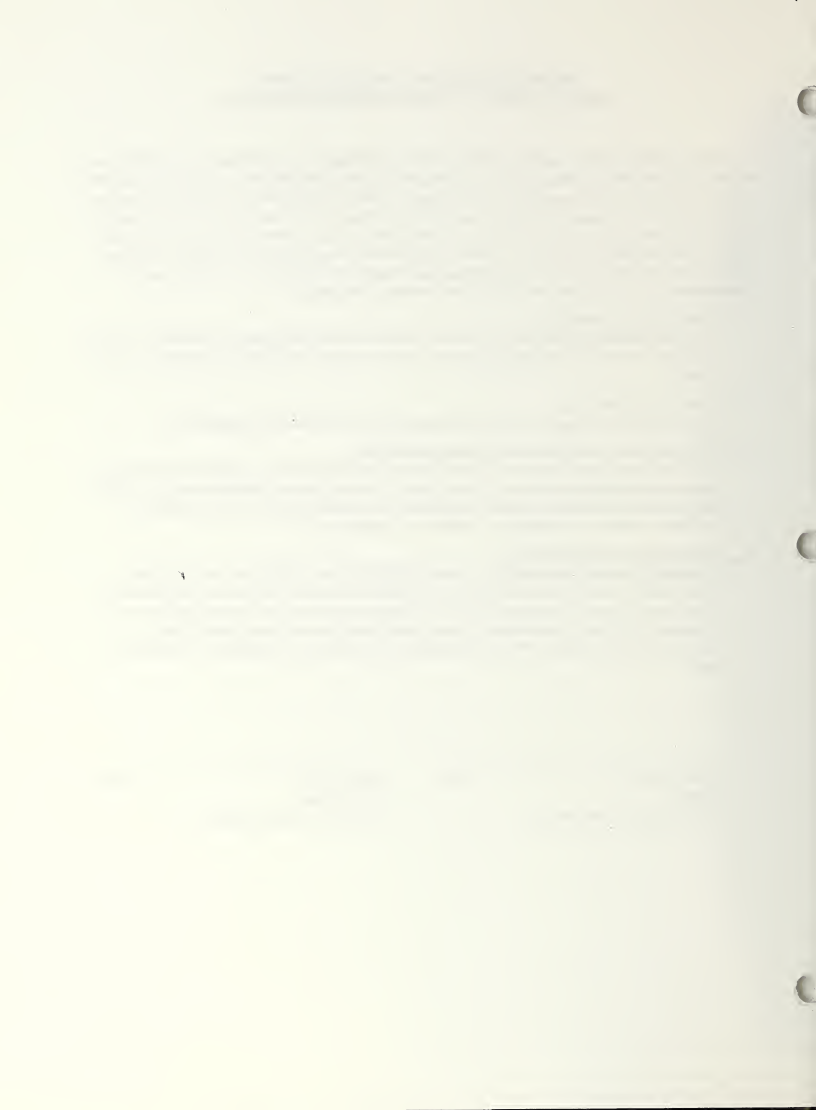
The Baseline Budget, Schedule and Scope of Work are shown in Reports Attachment A.1, A.2 & A.3. SFPL will set up its costs and appropriations consistent with DPW's accounting structure in FAMIS.

The process for revising the Baseline Management Plan is outlined in Attachment B.

DPW will manage the Program within the limits of the fund sources provided and administer all design and construction contracts as prescribed by Chapter 6 of the Administrative Code. DPW may also provide technical design & engineering, as mutually agreed by SFPL and DPW. A Professional Services Procurement schedule is in Attachment C.

Quarterly Financial Reports will be prepared by DPW, subject to SFPL review, and contain information to satisfy current and future oversight requirements of the Board of Supervisors. A Distribution List is in Attachment D. DPW will also prepare Monthly Management Reports to coincide with Library Commission's Branch Bond Committee meetings, typically third Thursdays of each month. DPW will maintain records after project completion as required by law.

Susan Hildreth _____ Date _____
City Librarian
San Francisco Public Library



ATTACHMENT A

BASELINE MANAGEMENT REPORTS

- A1. Budget**
- A2. Revenue**
- A3. Schedule**
- A4. Scope of Work**

A1. Budget

Branch Name	Amount	Totals
Anza	4,503,000	
Bayview	3,629,000	
Bernal Heights	5,082,500	
Eureka Valley	4,351,000	
Excelsior	3,629,000	
Glen Park	4,668,000	
Golden Gate	5,073,000	
Ingleside	4,430,000	
Marina	3,904,500	
Merced	3,990,000	
Mission Bay	3,350,000	
Noe Valley	4,189,500	
North Beach	3,287,000	
Ortega	3,382,000	
Park	1,244,500	
Parkside	2,736,000	
Portola	4,430,000	
Potrero	4,018,500	
Presidio	1,453,500	
Richmond	7,248,500	
Sunset	1,415,500	
Visitation Valley	5,158,500	
West Portal	3,904,500	
Western Addition	3,258,500	
Support Center / Brooks Hall	8,626,000	
Program wide Services	6,770,000	
Relocation/Moving Allowance	4,360,000	
Furniture Allowance	15,000,000	
Program Reserve	6,182,500	
TOTAL		\$133,265,000

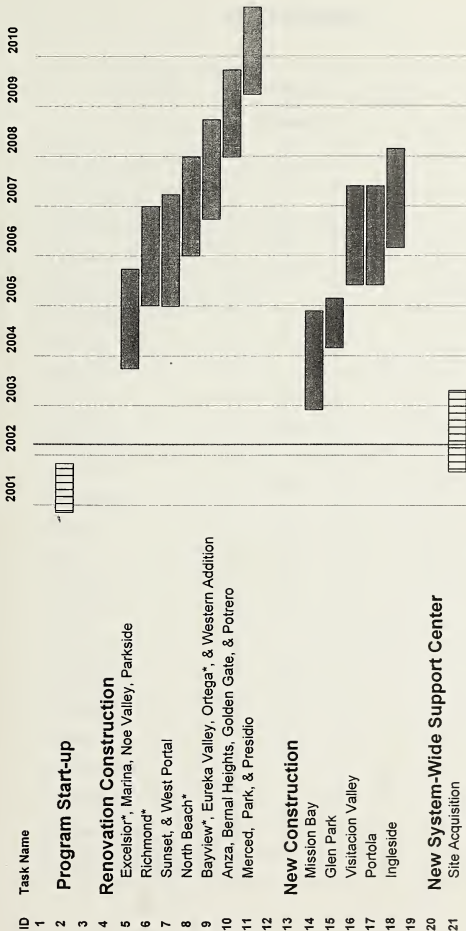
A2. Revenue

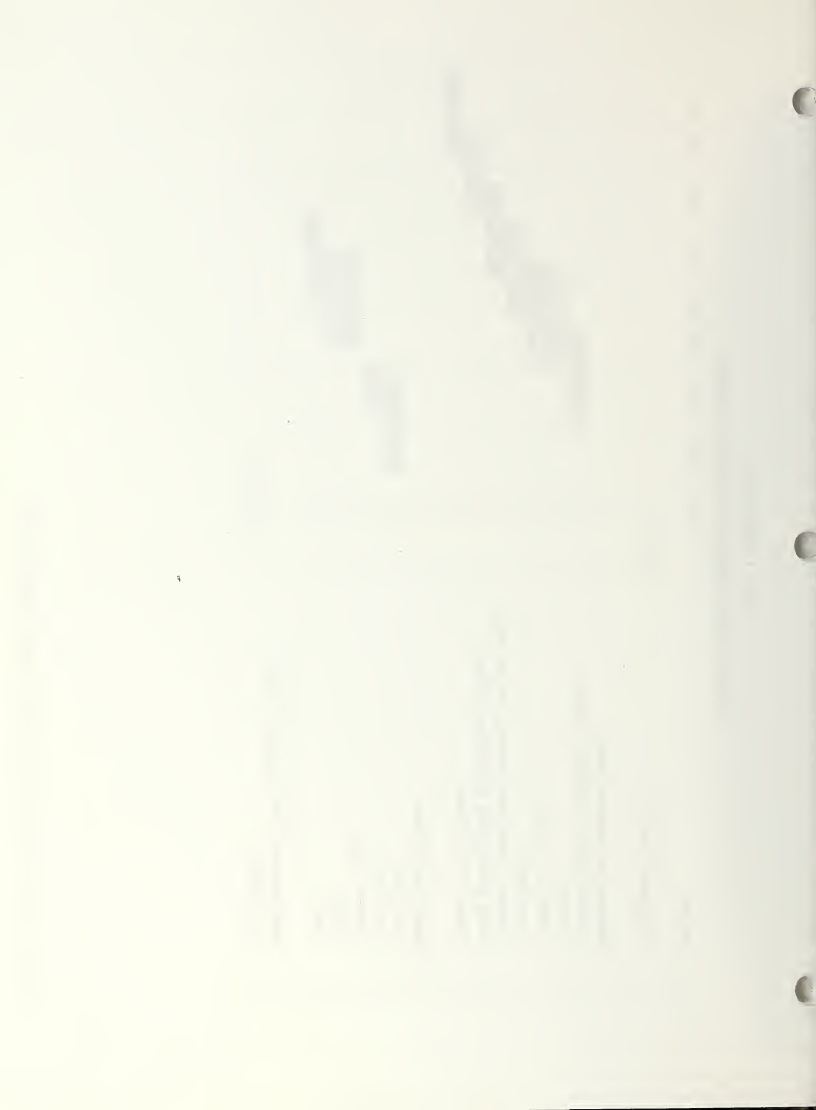
Branch Name	Amount	Totals
November 2000 Proposition A	105,865,000	
Earthquake Safety Program	2,400,000	
TBD	25,000,000	
TOTAL		\$133,265,000

A3. Schedule

MOU Schedule

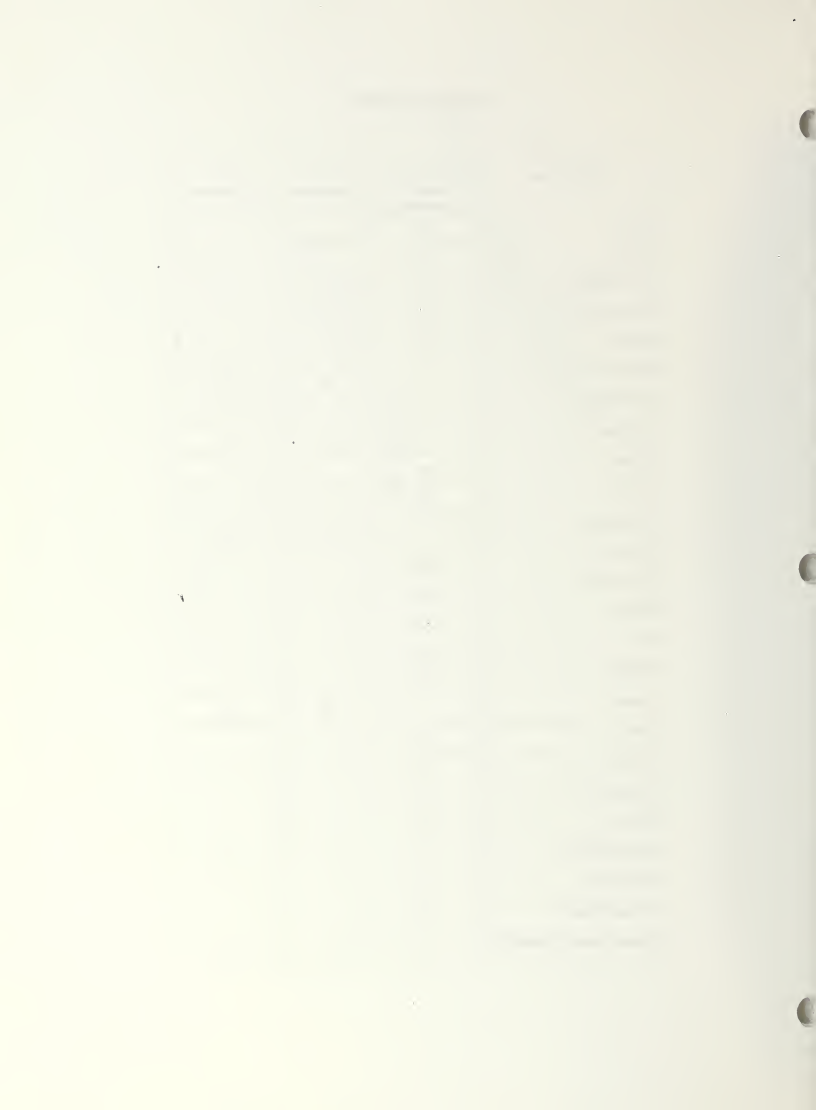
Branch Library Improvements Bond Program





A4. Scope of Work

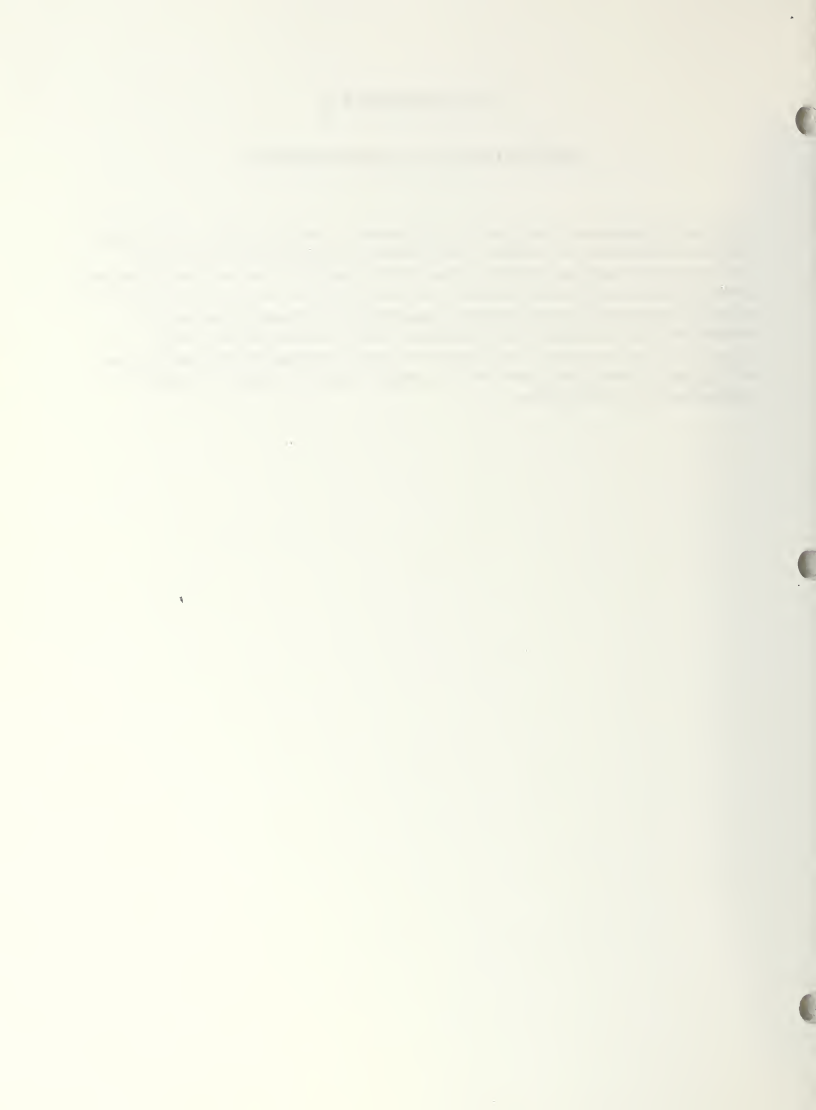
Branch Name	Renovation and/or Expansion	Site Acquisition	New Construction
Anza	X		
Bayview	X		
Bernal Heights	X		
Eureka Valley	X		
Excelsior	X		
Glen Park		X	X
Golden Gate	X		
Ingleside		X	X
Marina	X		
Merced	X		
Mission Bay		X	X
Noe Valley	X		
North Beach	X		
Ortega	X		
Park	X		
Parkside	X		
Portola		X	X
Potrero	X		
Presidio	X		
Richmond	X		
Sunset	X		
Visitation Valley		X	X
West Portal	X		
Western Addition	X		
Support Center / Brooks Hall		X	X



ATTACHMENT B

PROCEDURE FOR REVISIONS

The Baseline Management Plan is shown in Attachment A. Revisions shall be made using the Revision Authorization Form attached. Disagreements or comments on the approval of a revision should be noted and referred to the next level of approval. Each time this form is used, a revised Management Plan shall be attached and changes shall be shown graphically. The monthly Management Report and quarterly Financial Report subsequent to approval of a revision will reflect all changes. The Management Plan, its revisions and the revision procedure do not usurp or remove any approval requirements of Bond Sales or appropriations of City, State or private fund sources, but are a method to provide oversight to financial management of the Bond Program.



**BRANCH LIBRARY IMPROVEMENT PROGRAM
MANAGEMENT PLAN
REVISION AUTHORIZATION FORM**

DATE: / /

REVISION #:

DESCRIPTION OF THE REVISION

- ☐ BUDGET CHANGE: (CHECK ALL THAT APPLY)
 ☐ LEVEL 1 ☐ LEVEL 2 ☐ LEVEL 3 ☐ LEVEL 4
- ☐ REVENUE CHANGE
☐ SCHEDULE CHANGE
☐ SCOPE OF WORK CHANGE

REASON FOR THE REVISION

DESCRIBE COST IMPACTS

DESCRIBE SCHEDULE IMPACTS

ATTACHMENTS

☐ REVISED MANAGEMENT PLAN

☐ OTHER _____

APPROVALS

PROPOSED BY:

Marilyn M. Thompson Date
Program Manager
Public Works
COMMENTS:

Paul Underwood Date
Deputy City Librarian
Public Library
COMMENTS:

CHANGES TO PROJECT BUDGETS OR CHANGES TO SCHEDULE PHASES OR DISTRIBUTION OF ALLOWANCES:

☐ APPLICABLE

☐ NOT APPLICABLE

REVIEWED BY LIBRARY COMMISSION ON _____, 200

Mr. Edwin M. Lee Date
Director
Public Works
COMMENTS:

Susan Hildreth Date
City Librarian
Public Library
COMMENTS:

CHANGES TO PROGRAM TOTALS (BUDGET OR REVENUE) OR DISTRIBUTION OF PROGRAM RESERVE:

☐ APPLICABLE

☐ NOT APPLICABLE

ACTION TAKEN BY LIBRARY COMMISSION ON _____, 200

APPROVED Date
President
Library Commission

ATTACHMENT C

PROFESSIONAL SERVICES PROCUREMENT

DPW will provide management of the Program and contracts for design & construction, as required by City Administrative Code, Chapter 6:

SEC. 6.2. DEPARTMENTS OR COMMISSIONS EMPOWERED TO CONTRACT FOR PUBLIC WORKS OR RELATED PROFESSIONAL SERVICES.

Except as otherwise provided, the departments or commissions empowered on behalf of the City and County of San Francisco to contract for public works or improvements or professional services related to a public work or improvement are the Department of Public Works and the Airport, Port, Public Utilities, Recreation and Park and Public Transportation Commissions. All other departments or commissions must procure construction or related professional services through the Department of Public Works. (Added by Ord. 286-99, File No. 991645, App. 11/5/99; amended by Ord. 118-00, File No. 000478, App. 6/2/2000)

Procurement of professional consulting services shall be via qualification-based selection. DPW may also provide engineering & design services for projects, based on availability & expertise of staff at the time services are required, and where mutually agreed by SFPL and DPW.

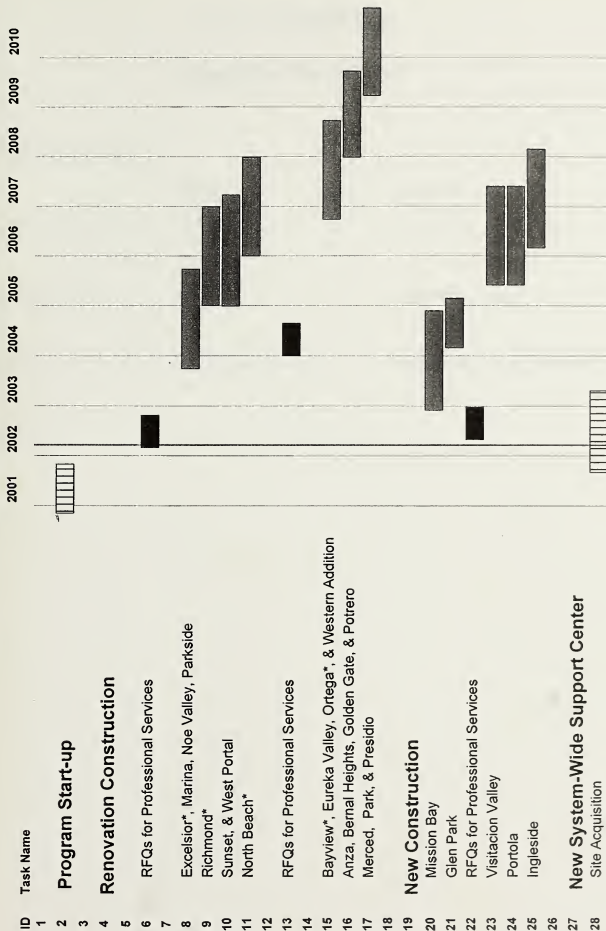
It is hereby agreed that: The Scope of Work and Schedule are subject to change. Staffing availability and expertise over the next 10 years is unknown. Special expertise, the specific conditions associated with each project, and the timing of each project will impact the type and degree of technical services DPW is able to provide. The DPW Program Manager requires the flexibility to draw from all available resources to meet the Program budget.

Therefore, the following schedule has been developed for issuance of RFQ's. RFQ's coincide with program phases in Attachment A.2 and will provide pools of available consultants. These consultants may supplement DPW technical services or provide full design services, as needed and mutually agreed upon by SFPL and DPW. Such services will be agreed upon in advance on a project-by-project basis.



MOU RFQ Schedule

Branch Library Improvements Bond Program



ATTACHMENT D

DISTRIBUTION LIST

DISTRIBUTION LIST

SFPL

ADMINISTRATIVE TEAM

MANAGEMENT TEAM

BRANCHES

COMMISSION

DPW

DDE

OFFMA

DIRECTOR'S OFFICE

OTHER

FINANCIAL OVERSIGHT

MAYOR'S OFFICE

PROGRAM ADVISORY GROUP

